

**CASELOAD OF
MICHIGAN TRIAL COURTS**

**REPORTING FORMS AND INSTRUCTIONS
FOR PROBATE COURT**

Authorized for Programming and Implementation

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INTRODUCTION

This manual is designed to instruct: 1) vendors what to program in their systems in order to report certain caseload statistics; and 2) manual courts what, when, and how to count and report certain caseload statistics.

The information collected for caseload will provide the court with general statistical information and basic data for making management decisions. More specifically, the information can be used for:

- policy, planning, control, and evaluation of individual caseloads with regard to assignment, scheduling, and other caseload management events and for identifying trends.
- the basis for resource allocation and budget requests including providing projections for statewide funding and assisting in resolving funding disputes.
- making recommendations for additional judgeships.
- comparing caseload and activities, providing feedback to trial courts, and providing information to the National Center for State Courts for national analysis.
- responding to inquiries from legislative/county government, judicial, and other interest groups and providing general information to the public regarding court activities.
- compiling the Annual Report of the State Court Administrative Office.

It is imperative that the information collected and reported be accurate and timely.

QUESTIONS

Questions about caseload should be directed to: the State Court Administrative Office, Trial Court Services at PO Box 30048, Lansing, Michigan 48909 - (517) 373-7496. The Caseload Reporting System (CRS) also has several mechanisms for getting answers to your questions: 1) a question and answer section; and 2) a feedback form for asking questions electronically. Questions posed through the feedback form on the CRS will be answered as quickly as possible, but it may take several days before you receive a response. If you need immediate assistance, contact the office by phone.

AUTHORITY FOR REPORTS

The Court Administrator, under the direction of the Supreme Court, shall collect and compile statistical and other data, make reports of the business transacted by the courts, and transmit the reports to the Supreme Court so that the statistics and other data may be used in taking proper action in the administration of justice. [MCR 8.103(5)]

The Court Administrator, under the supervision of the Supreme Court, shall obtain reports from courts, and the judges, clerks, and other officers of the courts, in accordance with rules adopted by the Supreme Court on cases and other judicial business conducted or pending in the courts, and report on them to the Supreme Court. [MCR 8.103(7)]

The clerk of every court shall submit reports as required by the State Court Administrative Office. [MCR 8.119(G)(2)]

Every trial judge shall, on the first business day of January, May, and September of each year, file with the State Court Administrator a certified statement in the form prescribed by the State Court Administrator, containing full information on any matter submitted to the judge for a decision more than 4 months earlier which remains undecided. [Statement of Matters Undecided, MCR 8.107 (SCAO 27 and SCAO 27a)]

The chief judge of each probate court must file with the state court administrator, on forms approved by the state court administrative office, any reports on the status of estates required by the state court administrator. [Delinquent Fiduciary Report, MCR 5.203(E) (SCAO 23)]

All trial courts of this state are directed to report to the State Court Administrative Office caseload management statistics and other caseload management data required by that office. [Mich Sup Ct AO 1991-4, B.]

GENERATING REPORTS

Reports must either be typed online in the report format supplied at the Supreme Court's website or transmitted via the Internet in the file format provided by the State Court Administrative Office.

FILING INSTRUCTIONS

Every trial court must report their caseload statistics to the State Court Administrative Office on a quarterly basis. Reporting of Parts 1 and 2 will begin January 1, 2002 and must be completed for each court location by funding unit and election division.

Before transmitting caseload statistics to the State Court Administrative Office, a printed copy of the report should be provided to the chief judge of the court to verify the accuracy of the statistics. Quarterly caseload statistics must be transmitted no later than 30 days following the end of the report period.

CASE TYPE CODES - CASE INFORMATION CONTROL SYSTEM

The case type codes required by the Michigan Trial Court Case File Management Standards must be used for reporting cases. The case information control system is intended to classify the principal subject matter of cases (not the specific nature of proceedings). Each case type is reported separately in Parts 1 and 2. **Requests to amend the case type codes must be submitted to the State Court Administrative Office, Trial Court Services Division.**

DATA ELEMENTS AND MICHIGAN SUPREME COURT - COURT DATA STANDARDS

In programming systems for collecting, compiling, and reporting the statistics required by these reports, courts must use the data elements specified in the collection format and must comply with any applicable Court Data Standards of the Michigan Supreme Court.

CONVERSION

At a minimum, new case type codes **must** be used for both new case filings and pending cases starting January 1, 2002. However, for the integrity of each court's case management system and to avoid the necessity of operating dual programs, it is recommended that all cases be converted to the new codes to accommodate continuing activity on cases that have already been reported disposed. Except as indicated in the instructions, all pre-existing codes must be converted to the new case type codes before compiling the first caseload report for the quarter of January-March 2002. Additionally, courts should either: 1) convert all closed cases; or 2) have provisions in software for requiring the recoding of closed cases in the event they are reopened. NOTE: IE and SE cases (estates opened under the Revise Probate Code) which courts choose not to convert will not be included in caseload reports generated after January 1, 2002.

Before generating the first quarterly report for January 1, 2002 through March 31, 2002, you must remove from the beginning pending figures of January 1, 2002 all pending cases which would have otherwise been disposed before December 31, 2001 had these new instructions for method of disposition been in place.

OVERVIEW OF REPORT SECTIONS

Four parts to the report were developed; however, only the first two are being implemented on January 1, 2002. Parts 3 and 4 are described below, but are pending implementation and the actual formats are not included. Where appropriate, the sections correspond with one another throughout each of the four parts of the report. Instructions for compiling and reporting statistics are included.

Part 1: Caseload and Other Activity (implement January 1, 2002)

Part 1 is a summary of the caseload and is used to report, by case type, the number of beginning pending cases/petitions as of January 1 of each year, new filings in each quarter and reopened cases/petitions in each quarter. It is also used to report other matters in probate court for which a case file may not be opened, such as wills filed for safekeeping.

Part 2: Method of Disposition (implement January 1, 2002)

Part 2 is a summary of the caseload disposition methods and is used to report, by case type, the method by which complaints, petitions, and other pleadings are disposed in each quarter.

Each disposition should be entered in the column representing the highest form of final disposition within the case using the hierarchy as defined in each section.

Part 3: Judicial Events (implementation date not determined yet)

Part 3 will be used by each judge, referee, and magistrate to report the number of significant events associated with their assigned caseloads. It will include both pre- and post-judgment events. These figures will not total the pending figures from Part 1.

Part 4: Time Guidelines and Case Age (implementation date not determined yet)

Part 4 will be used by each judge, referee, and magistrate to report, of their assigned caseload, the case age at disposition and pending case age. This report will be completed annually and submitted with Parts 1 through 3 of the last quarter of every reporting year.

Until Part 4 is implemented, courts are still required to prepare case-age and time guidelines reports in accordance with Michigan Supreme Court Administrative Order 1991-4.

GENERAL DEFINITIONS

- **Adjudication:** Adjudication is the point at which the court enters a finding on an original petition, complaint, citation, or other pleading. Adjudication means a "method of disposition". Reporting of adjudication is triggered by the event which will ultimately result in a dispositive judgment or order. In either situation, **disposition does not mean a case is closed.**
- **Case:** A case is an action opened by the court because it has received an original petition, complaint, citation, or other pleading.
- **Closed Case:** Closing of a case varies. It is generally the point at which it is likely that no further action will be taken on a case. There are many situations where a closed case can be reopened because someone motions the court. An example of case closure is when an individual who is the subject of a guardianship or conservatorship dies. For purposes of caseload reporting, **closing of cases is only reported under certain conditions.**
- **Disposition:** For purposes of caseload reporting, disposition means adjudication.
- **File:** A file is the repository for collecting the pleadings and other documents and materials related to a specific case.
- **Original Petition:** The first petition in a probate proceeding which is assigned a new petition (case) number and an authorized case type code.
- **Pending Case/Petition:** A pending case/petition is one in which there has been no finding of adjudication on the pleading (petition, complaint, citation, or other document which initiated the action with the court). Does not include inactive cases.
- **Reopened Case:** For purposes of caseload reporting, a case/petition is considered reopened when it comes back to the court for another disposition after having been reported disposed statistically. A case may be reopened and disposed more than once.

Useful References

Other references which are useful in developing and maintaining trial court case management systems are the Michigan Supreme Court - Court Data Standards and the Michigan Trial Court Case File Management Standards.

CASE TYPE CODES

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

CASE TYPE CODE CONVERSION CHART

| ESTATES & TRUSTS | |
|---|--|
| CURRENT | NEW |
| SE (Supervised Estates) | |
| IE (Independent Estates) | |
| DA (Supervised Administration) | DA (Supervised Administration) |
| DE (Unsupervised Administration) | DE (Unsupervised Administration) |
| DH (Determination of Heirs, Sep. Proc.) | DH (Determination of Heirs, Sep. Proc.) |
| PE (Small Estates) | PE (Small Estates) |
| TT (Testamentary Trust) | TT (Testamentary Trust) |
| TI (Inter Vivos Trust) | TV (Inter Vivos Trust) |
| WT (Trust Reg./Wills Filed for Safekeeping) | TR (Registration of Trust) |
| CIVIL & OTHER MATTERS | |
| CURRENT | NEW |
| CZ (Civil Actions) | CZ (Civil) |
| AT (Appeals to Probate Court) | BR (Delayed Registration of Foreign Birth) |
| BX (Safe Deposit Box) | ML (Miscellaneous Matters) |
| MS (Secret Marriage) | |
| MC (Marriage Ceremonies) | |
| GUARDIANSHIPS & CONSERVATORSHIPS | |
| CURRENT | NEW |
| CV (Conservators) | CA (Adult Conservatorship) |
| | CY (Minor Conservatorship) |
| DD (DDP Guardianship) | DD (DDI Guardianship) |
| GD (Other Guardians) | GA (Adult Guardianship) |
| | GM (Minor Guardianship) |
| LG (Limited Guardians) | GL (Limited Guardianship of Adult) |
| | LG (Limited Guardianship of Minor) |
| PO (Protective Orders) | PO (Protective Order) |
| INVOLUNTARY COMMITMENTS | |
| CURRENT | NEW |
| MI (Mentally Ill Petitions) | MI (Mental Illness Proceedings) |
| JA (Judicial/Administrative Admissions) | JA (Judicial Admission) |

Case type codes approved by the State Court Administrative Office in accordance with MCR 8.117 and published as Component 39 of the *Michigan Trial Court Case File Management Standards* (for an electronic copy of the standards, see <http://courts.michigan.gov/>).

(A) **Circuit Court Case Type Code List.** . . .

(B) **District Court Case Type Code List.** . . .

(C) **Probate Court Case Type Code List.** The following case type code list must be used in probate court as provided in Component 1 of the Michigan Trial Court Case File Management Standards. The bracketed letters are the case type codes.

(1) *Estates, Trusts, Wills*

- (a) Decedent Estates, Supervised Administration [DA]. All matters involving decedent estates in which administration is supervised.
- (b) Decedent Estates, Unsupervised Administration and Non-Administered Estates [DE]. All matters involving decedent estates in which either administration is unsupervised, or the estate is not administered.
- (c) Determination of Heirs (separate proceeding) [DH]. All matters to determine heirs as a separate proceeding.
- (d) Small Estates [PE]. All assignments of estates where gross estate assets do not exceed \$15,000 (as adjusted for inflation).
- (e) Trust Registration [TR]. All requests to register trusts.
- (f) Trust, Testamentary [TT]. All trusts which take effect on the death of the settlor.
- (g) Trust Inter Vivos [TV]. All trusts which are operative during the lifetime of the settlor.

(2) *Guardianships and Conservatorships*

These case types may also be filed in the family division of circuit court as an ancillary proceeding.

- (a) Adult Conservatorship [CA]. All matters involving conservatorship of adults.
- (b) Minor Conservatorship [CY]. All matters involving conservatorship of minors.
- (c) Developmental Disability Guardianship [DD]. All matters involving guardianship of individuals with developmental disability, both adults and minors.

- (d) Adult Guardianship [GA]. All matters involving full guardianship of incapacitated individuals.
- (e) Limited Guardianship of Adult [GL]. All matters involving limited guardianship of incapacitated individuals.
- (f) Minor Guardianship [GM]. All matters involving full guardianship of minors.
- (g) Limited Guardianship of Minor [LG]. All matters involving limited guardianship of minors.
- (h) Protective Orders [PO]. All protective orders requested under the estates and protected individuals code except when filed in conjunction with a petition for conservatorship.

(3) *Mental Illness Proceedings and Judicial Admission*

These case types may also be filed in the family division of circuit court as an ancillary proceeding.

- (a) Judicial Admission [JA]. All matters involving judicial admission of individuals with developmental disability.
- (b) Mental Illness Proceedings [MI]. All mental illness proceedings brought under the mental health code.

(4) *Civil and Miscellaneous Proceedings*

- (a) Delayed Registration of Foreign Birth [BR].
- (b) Civil [CZ]. All civil matters commenced under MCR 5.101(C).
- (c) Miscellaneous Matters [ML]. All other matters filed with the probate court for judicial or administrative action including but not limited to: appeals; death by accident or disaster; filing of letters by foreign personal representative; kidney transplants; lost instruments; opening of safe deposit box; review of adoption subsidy; review of drain commission; review of mental health financial liability; secret marriage licenses; substance abuse treatment of minor; support of poor persons; and uniform gifts to minors act.

COLLECTION FORMAT AND INSTRUCTIONS

| | | | | |
|---|--------------------------|---------------------------|--------------------|------|
| PROBATE COURT CASELOAD Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period. | | | Month | Year |
| Preparer's name | Preparer's telephone no. | Court no. and designation | County or Location | |

PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

**Provide beginning pending only on the January report.

SECTION A: ESTATES, TRUSTS

| CASE TYPE | DA | DE | DH | PE | TR | TT | TV |
|--|----|----|----|----|----|----|----|
| 1 Beginning Pending Petitions** | | | | | | | |
| 2 New Filings | | | | | | | |
| 3 Reopened Cases | | | | | | | |
| 4 Number of Open Estates, Testamentary Trust, and Inter Vivos Trust Cases, January 1 | | | | | | | |

SECTION B: WILLS

| |
|--|
| |
|--|

SECTION C: CIVIL AND OTHER MATTERS

| CASE TYPE | BR | CZ | ML |
|-----------------------|----|----|----|
| 1 Beginning Pending** | | | |
| 2 New Filings | | | |
| 3 Reopened | | | |

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|--|----|----|----|----|----|----|----|----|----|----|
| 1 Beginning Pending Petitions** | | | | | | | | | | |
| 2 New Filings | | | | | | | | | | |
| 3 Guardianships/Conservatorships in System January 1 | | | | | | | | | | |

OTHER FILINGS

| CASE TYPE | MI |
|-----------------------------|----|
| 4 Petition for Second Order | |
| 5 Petition for Cont. Order | |
| 6 Supplemental Petitions | |

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases should not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.
- When the probate court is processing circuit court family division cases, the statistics must be provided in the reporting format required for the circuit court family division.

Section A: Estates, Trusts - New Filings, and Reopened Cases

Line 1: Provide the number of beginning pending **petitions/applications** (includes both new and reopened) as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count **petitions/applications** opened on the filing date.

- An estate case is counted as a new filing when a petition/application is received for filing for a particular individual (subject of the petition/application) that does not have a prior case in that case type, when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed, or when a case is given another case type code (recoded) that has already been reported in Line 2 (see instructions for dispositions also). If a new estate filing includes a request for supervised administration, it must be assigned the case type code "DA". Do not count demands for notice (form PC 555). Do not count filing of letters of foreign personal representative here; see Section C.

Forms which may be used to file an estate case, to file a separate determination of heirs, or to register a trust include:

PC 553 (Petition to Determine Heirs, Separate Proceedings)
PC 556 (Petition and Order for Assignment)
PC 558 (Application for Informal Probate and/or Appointment of Personal Representative)
PC 559 (Petition for Probate and/or Appointment of Personal Representative)
PC 610 (Registration of Trust)
MC 316 or PC 608 (Order for Change of Venue)

- A testamentary trust case and trust inter vivos case is counted as a new filing when a petition regarding that trust is received for filing and there are no other pending petitions on that particular trust.
- A request to enter trust is counted as a TR when registration of trust is received for filing.

Court rules and statutes associated with opening an estate or a trust case are MCR 5.101(B), 5.127, 5.128, 5.308(B), 5.309, 5.310, and 5.501 and MCL 700.1303, 700.1302, 700.3106, 700.3301, 700.3402, 700.3502, 700.3614, 700.7102, and 700.7206.

Line 3: Under the appropriate case type codes, provide the total number of **reopened cases**. Count cases reopened only if they have been previously counted as disposed.

- An estate case is counted as a reopened case:
 - when a petition to reopen is filed after the appointment of the personal representative terminates (personal representative discharged and estate closed).
 - when a subsequent petition is filed for the appointment of fiduciary when a previous petition filed in that case did not request the appointment of a fiduciary.
 - when an amended petition is filed for assignment in a small estate.
 - when some activity occurs that reactivates a case that has been administratively closed for statistical purposes.

Court rules associated with reopening of cases are MCR 2.102(G), 2.502(C), 5.312, 7.101(M), 7.215(D), 7.216(A), and 7.317. For RPC cases, see also MCR 5.709(J).

Line 4: Under the appropriate case type codes, provide the total number of estate **cases** that are open as of January 1, the total number of testamentary trust **cases** that are open as of January 1, and the total number of inter vivos trust **cases** that are open as of January 1. Do not include cases closed administratively. An open testamentary trust or inter vivos case includes a pending petition as defined in Line 2 above and any trust under court supervision.

Section B: Wills - Filings

A will is counted as a filing when it is received. Count each will filed for safekeeping and each will delivered after the death of the testator but before any estate case is opened.

Section C: Civil and Other Matters - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending **cases** as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing or when a case is transferred from circuit or district court for any reason.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case include:

MC 01 (Summons and Complaint)

MC 35 (Complaint, Claim and Delivery)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, and 3.105(C).

- Other matters (BR and ML case-type codes) are counted as a new filing when a petition is received for filing and there are no other pending petitions on that case for that particular individual. Existing programs which break out various codes now under the "ML" case-type code can be maintained and the petitions simply reported under "ML". Count letters of foreign personal representative as an "ML" upon filing.

Forms which may be used to open a delayed registration of foreign birth or a miscellaneous case include:

PC 551 (Petition and Order to Open Safe Deposit Box to Locate Will or Burial Deed)

PC 549 (Petition to Establish Death of Accident or Disaster Victim)

PC 611 (Petition for Substance Abuse Treatment and Rehabilitation Services)

PCA 350 (Motion and Order for Delayed Registration of Foreign Birth)

Some of the court rules and statutes associated with opening a miscellaneous case are MCR 5.101 and MCL 333.2830, 333.6124 and 700.1207, 700.1208, and 700.2517.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:

- a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
- a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
- reinstated after dismissal.
- remanded or returned from another court.

Section D: Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed. Do not count requests for notice (form PC 624).
 - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is cancelled on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
 - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
 - Count a petition for appointment of conservator **and** protective order as a conservatorship case.
 - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

Forms which may be used to file a guardianship or conservatorship case include:

PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)
PC 639 (Petition for Appointment of Conservator and/or Protective Order)
PC 650 (Petition for Appointment of Limited Guardian of Minor)
PC 651 (Petition for Appointment of Guardian of Minor)
PC 658 (Petition for Appointment of Guardian, Individual with Developmental Disability)
MC 316 or PC 608 (Order for Change of Venue)

- A mental commitment is counted as a new filing when form PCM 201 (Petition/Application for Hospitalization), form PCM 202 (Objection to Hospitalization of Minor), or form PCM 237 (Petition for Continued Hospitalization of a Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission of Developmentally Disabled Person) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404.

Line 3: Under the appropriate case type codes, provide the total number of individuals under a guardianship or conservatorship as of January 1.

Line 4: Under the MI case type code, provide the total number of subsequent petitions (form PCM 218) filed for a second order. [MCL 330.1472a(2), 330.1473]

Line 5: Under the MI case type code, provide the total number of subsequent petitions (form PCM 218) filed for a continuing order. [MCL 330.1472a(3), 330.1473]

Line 6: Under the MI case type code, provide the total number of supplemental petitions for examination (form PCM 209 - Supplemental Petition to Application for Hospitalization and Order for Examination and form PCM 209a - Supplemental Petition for Examination/Hospitalization and Order) [MCL 330.1428, 330.1434] and the total number of petitions to transport minor (form PCM 240 - Petition and Order to Transport Minor). [MCL 330.1498t]

PROBATE COURT CASE TYPE CODES

SECTION A: ESTATES, TRUSTS

- DA - Decedent estates under supervised administration
- DE - Decedent estates under unsupervised administration (includes formal proceedings where no personal representative is requested or appointed)
- DH - Determination of heirs when there is no estate administration
- PE - Assignment of property in estates not exceeding \$15,000
- TR - Trust registration
- TT - Trusts, testamentary
- TV - Trusts, inter vivos

SECTION B: WILLS

- Wills for safekeeping (NO CODE)

SECTION C: CIVIL AND OTHER MATTERS

- BR - Registration of Foreign Birth
- CZ - All civil actions
- ML - Miscellaneous matters

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSION, MENTAL COMMITMENT

- CA - Conservators, adult
- CY - Conservators, minor
- DD - Guardians, developmental disability
- GA - Guardians, adult full
- GL - Guardians, adult limited
- GM - Guardians, minor full
- JA - Judicial admissions, developmental disability
- LG - Guardians, minor limited
- MI - Mental illness
- PO - Protective orders

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

General Reporting Instructions: When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Enter in the appropriate lines the method or record of disposition of the petition for each of the case type codes. In the following instructions, the term "petition" includes an "application". In addition, enter in the appropriate lines the number of cases that have been closed during a given quarter of the reporting year.

SECTION A: ESTATES, TRUSTS

| Line | CASE TYPE | DA | DE | DH | PE | TT | TV |
|------|---------------------------------|----|----|----|----|----|----|
| 1 | Granted | | | | | | |
| 2 | Order Determining Testacy/Heirs | | | | | | |
| 3 | Denied | | | | | | |
| 4 | Transferred | | | | | | |
| 5 | Withdrawn/Dismissed | | | | | | |
| 6 | Case Type Change | | | | | | |

| Line | CASE TYPE | DA | DE | TT | TV |
|------|-------------------------|----|----|----|----|
| 7 | Administratively Closed | | | | |
| 8 | Cases Closed | | | | |

| Line | Estates Under Supervised Administration (provide in 4th quarter report only) |
|------|--|
| 9 | Total estate cases supervised by the court during the year |

Line 1: Granted (forms PC 556, 568, PC 569) [MCR 5.308, 5.309, 5.402] - Count each estate and testamentary trust petition disposed when **appointment of personal representative/fiduciary** is granted by order (or register's statement). If there are multiple petitions filed with the court, count the case disposed here if a personal representative is appointed. Count each petition of a trust inter vivos case disposed when granted by order. Count each petition for assignment disposed when granted by order.

Line 2: Order Determining Heirs/Order Admitting Will (forms PC 554, PC 568, PC 569) [MCR 5.308(B)] - Count each estate petition disposed by order determining heirs when no personal representative is appointed. Count each estate petition disposed by register's statement admitting will when no personal representative is appointed.

Line 3: Denied (form PC 568, PC 569) [MCR 5.308, 5.309] - Count each estate, assignment, testamentary trust, and inter vivos trust petition disposed when denied by order (or register's statement). If there are multiple petitions filed with the court, count the case disposed here if **all** petitions are denied.

Line 4: Transferred (form PC 608 or MC 316) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each estate, testamentary trust, and inter vivos petition transferred to another court.

Line 5: Withdrawn/Dismissed - Count each estate, assignment, testamentary trust, and inter vivos trust petition withdrawn by the petitioner or dismissed by the court for no progress or other reason.

Line 6: Case Type Change - When a case is counted as a new filing under DA (or DE), and the case type code is changed at disposition to DE (or DA), count the initial DA (or DE) case as disposed on this line. The new case type code would then need to be recorded under new filings and then appropriately disposed of. Do not count post-dispositional case type changes such as when a case is placed under supervised administration some time after disposition of the initial petition in the case.

Line 7: Administratively Closed (form PC 599) [MCR 5.144] - Count each estate, testamentary trust, and inter vivos trust case administratively closed for statistical purposes.

Line 8: Cases Closed (form PC 592 or PC 597) [MCR 5.308(B)(2)(d), 5.311] - Count each estate case closed when order of discharge is entered or certification of completion is filed. Count each testamentary trust and inter vivos case closed upon disposition of the petition as defined in Part 1, Line 2 except that when the trust is supervised, count it closed upon the termination of court supervision. Except as otherwise instructed above, if a new filing is disposed under Lines 2, 3, 4, 5, or 6, count it closed also.

Line 9: Supervised Estates - Count every estate that was under supervised administration at some point during the entire reporting year.

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION C: CIVIL AND OTHER MATTERS

| Line | CASE TYPE | CZ |
|------|-----------------------------|----|
| 1 | Jury Verdict | |
| 2 | Bench Verdict | |
| 3 | Uncontested/Default/Settled | |
| 4 | Transferred | |
| 5 | Dismissed by Party | |
| 6 | Dismissed by Court | |
| 7 | Inactive Status | |
| 8 | Other Disposition | |

Report civil cases disposed as follows: A civil case is counted as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. A miscellaneous case is disposed when an order following the hearing on the petition is entered. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the numbers of cases disposed for each of the case-type codes. Once a case can be counted as disposed, **the method of disposition** should be entered in the line representing the highest form of disposition within the case using the following hierarchy:

Line 1: Jury Verdict [*MCR 2.504(B)*, *2.600 et seq.*] - Count when decided by jury except when judge amends or overrules verdict.

Line 2: Bench Verdict [*MCR 2.504(B)*, *2.600 et seq.*, *3.105(H)*, *3.300 et seq.*] - Count when decided by judge. Count directed verdicts in favor of defendant after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [*MCR 2.403(M)*, *2.405*, *2.410(D)(3)*, *2.411(C)(4)*, *2.600 et seq.*] Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; or when motion for summary disposition is granted.

Line 4: Transferred (*form MC 316 or PC 608*) [*MCR 2.226*, *2.227*] - Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

Line 5: Dismissed by Party (*form MC 09*) [*MCR 2.102(E)*, *2.502*, *2.504(A)*] Count voluntary dismissals by plaintiff.

Line 6: Dismissed by Court (*form MC 09a*) [*MCR 2.102(E)*, *2.401(G)(1)*, *2.410(D)(3)*, *2.502*, *2.504(B)*, *(E)*] Count when dismissed due to non service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M).

Line 7: Inactive Status (*form MC 300*) - Count upon notice of filing of bankruptcy is filed staying a case or any other order staying the case (except interlocutory appeal) is filed.

Line 8: Other Disposition (*forms PC 550*, *PC 551*, *PC 612*, *PCA 350*) [*MCL 333.6124*, *700.1207*, *700.1208*, *700.2517*] - Count all other dispositions not otherwise provided for in the above.

Line 9: Granted - Count each petition for other matters disposed when granted by order. Count letters of foreign personal representative as granted upon filing.

Line 10: Denied - Count each petition for other matters disposed when denied by order.

Line 11: Transferred (*form MC 316 or PC 608*) [*MCR 2.226*, *2.227*, *5.128*, *MCL 700.1303*] - Count each petition for other matters transferred to another court.

Line 12: Withdrawn by Petitioner/Dismissed - Count each petition for other matters withdrawn by the petitioner before the issuance of an order granting or denying. Count each petition for other matters dismissed by the court.

| Line | CASE TYPE | ML |
|------|---------------------|----|
| 9 | Granted | |
| 10 | Denied | |
| 11 | Transferred | |
| 12 | Withdrawn/Dismissed | |

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| 9 | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|---|----------------------------------|----|----|----|----|----|----|----|----|----|----|
| 1 | Granted | | | | | | | | | | |
| 2 | Denied | | | | | | | | | | |
| 3 | Transferred | | | | | | | | | | |
| 4 | Withdrawn/ Dismissed | | | | | | | | | | |
| 5 | Deferred | | | | | | | | | | |
| 6 | Case Type Change | | | | | | | | | | |
| 7 | Administratively Closed | | | | | | | | | | |
| 8 | Out of System see instruction | | | | | | | | | | |

Line 1: Granted (*forms PC 631, PC 640, PC 653, PC 660, PCM 205, 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520, MCL 700.5406 et seq.] - Count each petition for guardianship or conservatorship or protective order when granted. Count each initial order issued on a petition for commitment/treatment/hospitalization or judicial admission. Do not include second or continuing orders for adults (see Lines 9 and 11). Do not count orders appointing temporary guardian of incapacitated individual. Count each order sustaining an objection to hospitalization of a minor or administrative admission of a developmentally disabled person.

Line 2: Denied - Count each original petition for guardianship, conservatorship, protective order, commitment/hospitalization/treatment, or admission denied. Do not include orders on petitions for second or continuing commitment/hospitalization/treatment (see Lines 10 and 12).

Line 3: Transferred (*form MC 316 or PC 608*) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each guardianship, conservatorship, mental commitment/hospitalization/treatment, or judicial admission petition transferred to another court.

Line 4: Withdrawn by Petitioner/Dismissed (*forms PCM 205, PCM 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520] - Count each guardianship or conservatorship petition withdrawn by the petitioner before the issuance of an order of appointment. Count each petition for guardianship, conservatorship, mental commitment, or judicial admission dismissed by the court (includes situations where the individual agrees to voluntary commitment). Count each order dismissing an objection to hospitalization of a minor or administrative admission of a developmentally disabled person.

Line 5: Deferred (*form PCM 235*) [MCL 330.1455(5)] - Count each request to defer hearing on a petition for commitment/hospitalization/treatment.

Line 6: Case Type Change - When a case is counted as a new filing under CA (or CY) and the case type code is changed at disposition to PO or vice versa, count the initial filing as disposed on this line. When a case is counted as a new filing under GA and that case type code is change at disposition to GL or vice versa, count the initial filing as disposed on this line. When a case has already been **reported** as a new filing and is not yet disposed and the case type was assigned in error, to correct the case type count as disposed on this line. The new case type for any of these examples would then need to be recorded under the appropriate case type as a new filing and then appropriately disposed of.

Line 7: Administratively Closed (*form PC 599*) [MCR 5.144] - Count each guardianship and conservatorship case administratively closed for statistical purposes.

Line 8: Out of System (*form PC 597 or PC 605*) [MCR 5.308(B)(2)(d), 5.311] - Provide the total number of individuals for whom guardianship or conservatorship has ceased. If a new filing is disposed under Lines 2, 3, 4, or 6, count it closed also.

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| | CASE TYPE | MI |
|----|-------------------------|----|
| 9 | Second Order Granted | |
| 10 | Second Order Denied | |
| 11 | Cont. Order Granted | |
| 12 | Cont. Order Denied | |

Line 9: Petition for Second Order (*form PCM 219*) [*MCL 330.1469a*] - Count each petition for second order for treatment granted.

Lines 10: Petition for Second Order (*form PCM 219*) [*MCL 330.1469a*] - Count each petition for second order for treatment denied.

Line 11: Petition for Continuing Order Granted (*forms PCM 219*) [*MCL 330.1472a*] - Count each petition for continuing order for treatment granted.

Line 12: Petition for Continuing Order Denied (*forms PCM 219*) [*MCL 330.1472a*] - Count each petition for continuing order for treatment denied.

TABLES OUTLINING CONDITIONS FOR REPORTING

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| NEW FILINGS (Including Wills) | |
|--|---|
| CASE TYPE CODE | CONDITIONS |
| DA (Supervised Administration) | PC 559 (Petition for Probate and/or Appointment of PR), <i>with request for supervised administration</i> (check box 17 checked), filed |
| DE (Unsupervised Administration) | PC 558 (Application for Informal Probate and/or Appointment of PR) filed or PC 559 (Petition for Probate and/or Appointment of PR), <i>without request for supervised administration</i> (check box 17 not checked), filed |
| DH (Determination of Heirs, Separate Proceeding) | PC 553 (Petition to Determine Heirs, Separate Proceedings) filed |
| PE (Small Estates) | PC 556 (Petition and Order for Assignment) filed |
| TT (Testamentary Trusts) | Any petition regarding a testamentary trust (e.g., petition for appointment of trustee) filed with the court (even if an earlier petition regarding the same trust had been filed and disposed of) |
| TV (Inter Vivos Trusts) | Any petition regarding an inter vivos trust (e.g., petition for appointment of successor trustee) filed with the court (even if an earlier petition regarding the same trust had been filed and disposed of) |
| TR (Trust Registration) | PC 610 (Registration of Trust) filed |
| Wills | Will filed for safekeeping or Will brought in to court after the death of the testator with no estate case open |
| NOTE: For all of the above case types where change of venue is a possibility, there are general change-of-venue new filing conditions | PC 608 (Order for Change of Venue) or MC 316 (Order for Change of Venue) received and filed <i>prior to disposition of original petition</i> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| REOPENED CASES | |
|---|---|
| CASE TYPE CODE | CONDITIONS |
| DA (Supervised Administration) | PC 607 (Application/Petition to Reopen) filed in relation to closed DA case (even if administration of the reopened estate is unsupervised) |
| DE (Unsupervised Administration) | <p>PC 607 (Application/Petition to Reopen) filed in relation to closed DE case (even if administration of the reopened estate ends up being supervised, and even if the earlier administration was handled informally)</p> <p>or</p> <p><i>If the earlier DE case requested no PR appointment (and no PR was appointed), and either PC 558 (Application for Informal Probate and/or Appointment of PR) or PC 559 (Petition for Probate and/or Appointment of PR) is filed</i></p> |
| DH (Determination of Heirs, Separate Proceeding) | N/A |
| PE (Small Estates) | Amended PC 556 (Petition and Order for Assignment) filed (perhaps because new assets were found) after disposition of initial petition |
| TT (Testamentary Trusts) | N/A |
| TV (Inter Vivos Trusts) | N/A |
| TR (Trust Registration) | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| TOTAL OPEN CASES | |
|---|---|
| CASE TYPE CODE | CONDITIONS |
| DA (Supervised Administration) | <p>PC 559 (Petition for Probate and/or Appointment of PR), <i>with request for supervised administration</i> (check box 17 checked), pending</p> <p>or</p> <p>PC 607 (Petition to Reopen) pending</p> <p>or</p> <p>There is an estate under supervised administration which has not been transferred, has not been administratively closed, and has at least one undischarged PR</p> |
| DE (Unsupervised Administration) | <p>PC 558 (Application for Informal Probate and/or Appointment of PR) pending or</p> <p>PC 559 (Petition for Probate and/or Appointment of PR), <i>without request for supervised administration</i> (check box 17 not checked), pending</p> <p>or</p> <p>PC 607 (Petition/Application to Reopen) pending</p> <p>or</p> <p>There is an estate under unsupervised administration which has not been transferred, has not been administratively closed, and has at least one PR who neither is discharged nor has received a certificate of completion</p> |
| PE (Small Estates) | PC 556 (Petition and Order for Assignment) pending, whether original or amended |
| TT (Testamentary Trusts) | <p>Any petition regarding a testamentary trust pending</p> <p>or</p> <p><i>In cases of supervised trusts</i>, there is a supervised trust which has not been transferred and an order terminating court supervision has not been entered</p> |
| TV (Inter Vivos Trusts) | <p>Any petition regarding an inter vivos trust (e.g., petition for appointment of successor trustee) pending</p> <p>or</p> <p><i>In cases of supervised trusts</i>, there is a supervised trust which has not been transferred and an order terminating court supervision has not been entered</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| DA DISPOSITIONS | |
|---|--|
| TYPE | CONDITION |
| Granted | PC 569 (Order of Formal Proceedings) entered, <i>with estate administration ordered to be supervised</i> (check box 11 checked) |
| Order Determining Testacy/Heirs | N/A |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change <i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i> | PC 569 (Order of Formal Proceedings) entered, <i>with a PR appointed</i> (check box 12 checked) <i>but with the petition for supervised administration denied</i> (check box 13 checked) {Change to DE} or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| DE DISPOSITIONS | |
|--|--|
| TYPE | CONDITION |
| Granted | <p>PC 568 (Register's Statement) entered, <i>indicating the will is admitted</i> (check box 4 checked) <i>and/or the PR is appointed</i> (check box 5 checked) {Disposition of PC 558}</p> <p>or</p> <p>PC 569 (Order of Formal Proceedings) entered, <i>with supervised administration neither ordered nor denied</i> (neither check box 11 or 13 checked) {Disposition of PC 559}</p> |
| Order Determining Testacy/Heirs | <p>PC 569 (Order of Formal Proceedings) entered, <i>with a determination that the decedent died intestate</i> (check box 9 checked) <i>or that the will is admitted</i> (check box 10 checked) <i>and/or a determination of the decedent's heirs</i> (check box 14 checked), <i>but with no other check box order</i> (none of check boxes 10-13 checked) {Only possible in disposing of PC 559}</p> |
| Denied | <p>PC 568 (Register's Statement) entered, <i>indicating the application is denied</i> (check box 6 checked)</p> <p>or</p> <p>PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding</p> |
| Transferred | <p>PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition</p> |
| Withdrawn/Dismissed | <p>PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress</p> |
| <p>Case Type Change</p> <p><i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i></p> | <p>PC 569 (Order of Formal Proceedings) entered, <i>with estate administration ordered to be supervised</i> (check box 11 checked) {Change to DA}</p> <p>or</p> <p>Correction of data entry error</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| DH DISPOSITIONS | |
|---------------------------------|---|
| TYPE | CONDITION |
| Granted | N/A |
| Order Determining Testacy/Heirs | PC 554 (Order Determining Heirs, Separate Proceedings) entered |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | N/A |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| PE DISPOSITIONS | |
|---------------------------------|---|
| TYPE | CONDITION |
| Granted | PC 556 (Petition and Order for Assignment) entered ordering assignment of assets |
| Order Determining Testacy/Heirs | N/A |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | N/A |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| TT DISPOSITIONS | |
|---------------------------------|---|
| TYPE | CONDITION |
| Granted | PC 609 (Order), or other order, granting petition's request (either in original or amended form) |
| Order Determining Testacy/Heirs | N/A |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| TV DISPOSITIONS | |
|---------------------------------|---|
| TYPE | CONDITION |
| Granted | PC 609 (Order), or other order, entered granting the petitioner's request (either in original or amended form) |
| Order Determining Testacy/Heirs | N/A |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| CASE CLOSURE | |
|--|--|
| CASE TYPE CODE | CONDITION |
| DA (Supervised Administration) DE (Unsupervised Administration) | Administratively Closed: PC 599 (Memorandum of Administrative Closing) issued, indicating the case file is closed for administrative purposes (check box 4a checked) |
| | Cases Closed: PC 597 (Order of Discharge) entered, indicating that the estate is closed (relevant check box at 4 checked) or PC 592 (Certificate of Completion) issued (<i>only possible for DE cases</i>) or PC 608 (Order for Change of Venue) issued after disposition of original petition or Upon disposition of original petition when the disposition is one of the following: <ul style="list-style-type: none"> • Order Determining Testacy/Heirs • Denied • Transferred • Withdrawn/Dismissed • Case Type Change |
| TT (Testamentary Trusts) TV (Inter Vivos Trusts) | Administratively Closed: PC 599 (Memorandum of Administrative Closing) issued, indicating the case file is closed for administrative purposes (check box 4a checked) |
| | Cases Closed: Upon disposition of original petition if it does not result in supervision of a trust or <i>In cases of supervised trusts</i> , when an order terminating court supervision is entered |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

ESTATES & TRUSTS

| ESTATES UNDER SUPERVISED ADMINISTRATION | |
|--|---|
| TOTAL COUNT | CONDITIONS |
| Decedents' estates cases under supervised administration at some point during the year | Cases with an order for supervised administration open at some point during the year, including those cases which became supervised at some point after the disposition of the initial petition (based upon disposition of PC 560 (Petition for Supervised Administration After Previous Adjudication)) |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

CIVIL & OTHER MATTERS

| NEW FILINGS | |
|--|--|
| CASE TYPE CODE | CONDITIONS |
| CZ (Civil) | MC 01 (Summons and Complaint) is filed or MC 35 (Complaint, Claim & Delivery) filed |
| BR (Delayed Registration of Foreign Birth) [MCL 333.2830] | PCA 350 (Motion and Order for Delayed Registration of Foreign Birth) |
| ML (Miscellaneous Matters) | |
| • Appeal of Denial of Delayed Certificate of In-State Birth [MCL 333.2828] | Appeal filed in relation to DCH denial of someone's application for a delayed certificate of in-state birth |
| • Death by Accident or Disaster [MCL 700.1208] | PC 549 (Petition to Establish Death of Accident or Disaster Victim) filed |
| • Filing of Letters by Foreign PR [MCL 700.4203] | Letters of authority from another U.S. state submitted for filing |
| • Kidney Transplants [MCL 700.5105] | Petition to allow a minor 14 or older to donate a kidney filed |
| • Lost Instruments [MCL 565.321] | Application for an order to record a duly certified transcript of a deed or mortgage affecting title to real estate in two or more counties |
| • Opening of Safe Deposit Box [MCL 700.2517] | PC 551 (Petition and Order to Open Safe Deposit Box, etc.) filed |
| • Review of Adoption Subsidy [MCL 400.115k] | Appeal of FIA adoption subsidy determination filed |
| • Review of Drain Commission [MCL 280.1, et. seq.] | Appeal of board of determination order filed or Drain Commissioner application for appointment of special commissioners filed |
| • Review of Mental Health Financial Liability [MCL 330.1836] | Appeal filed asking for review of Community Mental Health redetermination of mental health financial liability |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

| NEW FILINGS | |
|--|---|
| CASE TYPE CODE | CONDITIONS |
| • Secret Marriage Licenses [MCL 551.201] | Application seeking marriage without publicity or marriage nunc pro tunc filed |
| • Substance Abuse Treatment of Minor [MCL 333.6124] | PC 611 (Petition for Substance Abuse Treatment & Rehabilitative Services) filed |
| • Support of Poor Persons [MCL 401.3] | Application filed by local FIA asking for an order to compel relief from a relative of the poor person |
| • Uniform Gift to Minors Act | Any petition regarding an existing UGMA arrangement (e.g., petition for appointment of successor custodian) filed |
| • Other Possibilities (must count as a matter filed with the probate court for judicial or administrative action) <ul style="list-style-type: none"> • Demand for Notice (w/o estate open) [MCL 700.3205] • Request for Notice (w/o guardianship open) [MCL 700.5104] • Disclaimer (w/o estate open) [MCL 700.2906] • Action on personal property affidavit [MCL 700.3984] ? | PC 555 (Demand for Notice) filed with no relevant estate case open PC 624 (Request for Notice) filed with no relevant guardianship case open Disclaimer of property filed with no estate case open Action filed alleging wrongful denial of personal property upon presentation of affidavit |
| NOTE: For all of the above case types where change of venue is a possibility, there are general change-of-venue new filing conditions | PC 608 (Order for Change of Venue) or MC 316 (Order for Change of Venue) received and filed <i>prior to disposition of original petition</i> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

CIVIL & OTHER MATTERS

| REOPENED CASES | |
|-----------------------------------|--|
| CASE TYPE CODE | CONDITIONS |
| CZ (Civil) | Order entered setting aside a judgment or Order entered setting aside a settlement agreement or Judgment notwithstanding the verdict is entered (except when entered directly upon return of the jury verdict) or Order entered setting aside a stay in the case or Order entered setting aside a default entry for no answer or Order entered reinstating the case after a dismissal or Case remanded or returned from another court |
| ML (Miscellaneous Matters) | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

CIVIL & OTHER MATTERS

| CZ DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Jury Verdict | Dispositional order indicates that verdict was by jury (and such verdict was neither amended nor overturned by the judge) |
| Bench Verdict | Dispositional order indicates that verdict was by judge (in jury cases, count here when judge either grants directed verdict or enters judgment notwithstanding jury verdict) |
| Uncontested/Default/Settled/ Summary Disposition | Dispositional order indicates either <ul style="list-style-type: none"> • default for no answer or other failure • consent judgment (including through ADR) • acceptance of out-of-court settlement • summary disposition |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Dismissed by Party | MC 09 (Dismissal) filed |
| Dismissed by Court | MC 09a (Dismissal; Non Service / No Progress) filed, based on either <ul style="list-style-type: none"> • lack of service or no progress • plaintiff's failure to state a claim • payment of award related to case evaluation |
| Inactive Status | MC 300 (Order for Administrative Closing Due to Bankruptcy Stay), or any other order staying the case (except for interlocutory appeal), filed |
| Other Disposition | Any disposition not otherwise provided for above |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

CIVIL & OTHER MATTERS

| ML DISPOSITIONS (In General) | |
|---|---|
| <p>Granted: PC 609 (Order), or some other order, entered granting the petition (either in original or amended form)</p> <p>Denied: PC 609 (Order), or other order, entered denying the petition/application/appeal based on the lack of a legally necessary finding</p> <p>Transferred: PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition</p> <p>Withdrawn/Dismissed: PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress</p> | |
| SPECIFIC ML CASE DISPOSITIONS | |
| ML CASE TYPE | CONDITIONS |
| <ul style="list-style-type: none"> • Death by Accident or Disaster [MCL 700.1208] | <p>Granted: PC 550 (Order Establishing Death of Accident or Disaster Victim) entered</p> |
| <ul style="list-style-type: none"> • Filing of Letters by Foreign PR [MCL 700.4203] | <p>Granted: Letters filed</p> <p>Denied: N/A</p> <p>Transferred: N/A</p> <p>Withdrawn/Dismissed: N/A</p> |
| <ul style="list-style-type: none"> • Opening of Safe Deposit Box [MCL 700.2517] | <p>Granted: PC 551 (Petition and Order to Open Safe Deposit Box to Locate Will or Burial Deed) entered ordering lessor to permit inspect of safe deposit box</p> |
| <ul style="list-style-type: none"> • Substance Abuse Treatment of Minor [MCL 333.6124] | <p>Granted: PC 612 (Order Following Hearing on Petition for Substance Abuse Treatment) entered ordering that the minor may receive substance abuse treatment (check box 6 or 7 checked)</p> <p>Denied: PC 612 (Order Following Hearing on Petition for Substance Abuse Treatment) entered ordering that the petition is dismissed (check box 8 checked)</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

| SPECIFIC ML CASE DISPOSITIONS | |
|---|---|
| ML CASE TYPE | CONDITIONS |
| <ul style="list-style-type: none"> • Other Possibilities <ul style="list-style-type: none"> • Demand for Notice (w/o estate open) [MCL 700.3205] • Request for Notice (w/o guardianship open) [MCL 700.5104] • Disclaimer (w/o estate open) [MCL 700.2906] | <p>Granted: Document filed</p> <p>Denied: N/A</p> <p>Transferred: N/A</p> <p>Withdrawn/Dismissed: N/A</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| NEW FILINGS | |
|--|---|
| CASE TYPE CODE | CONDITIONS |
| CA (Adult Conservatorship) | PC 639 (Petition for Appointment of Conservator and/or Protective Order) filed, <i>indicating that it concerns an adult</i> (check box at 5a. or 5b. is checked) <i>and that appointment of a conservator is sought</i> (checkbox at 13 is checked) |
| CY (Minor Conservatorship) | PC 639 (Petition for Appointment of Conservator and/or Protective Order) filed, <i>indicating that it concerns a minor</i> (check box at 5c. is checked) <i>and that appointment of a conservator is sought</i> (checkbox at 13 is checked) |
| DD (DDI Guardianship) | PC 658 (Petition for Appointment of Guardian, Individual with Developmental Disability) filed |
| GA (Adult Guardianship) | PC 625 (Petition for Appointment of Guardian of Incapacitated Individual) filed, <i>and a full guardian is sought</i> (“full guardian” check box at 12 is checked) |
| GL (Limited Guardianship of Adult) | PC 625 (Petition for Appointment of Guardian of Incapacitated Individual) filed, <i>and a limited guardian is sought</i> (“limited guardian” check box at 12 is checked) |
| GM (Minor Guardianship) | PC 651 (Petition for Appointment of Guardian of Minor) filed |
| LG (Limited Guardianship of Minor) | PC 650 (Petition for Appointment of Limited Guardian of Minor) filed |
| PO (Protective Order) | PC 639 (Petition for Appointment of Conservator and/or Protective Order) filed, <i>indicating that the appointment of a conservator is not sought</i> (check box 13 is not checked) <i>and that a protective order (for an adult or for a minor) is sought</i> (check box 15 is checked) |
| NOTE: For all of the above case types where change of venue is a possibility, there are general change-of-venue new filing conditions | PC 608 (Order for Change of Venue) or MC 316 (Order for Change of Venue) received and filed <i>prior to disposition of original petition</i> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| GUARDIANSHIPS/CONSERVATORSHIPS IN THE SYSTEM | |
|--|---|
| CASE TYPE CODE | CONDITIONS |
| CA (Adult Conservatorship) | There is a case which has not been transferred and which has at least one undischarged fiduciary |
| CY (Minor Conservatorship) | |
| DD (DDI Guardianship) | |
| GA (Adult Guardianship) | |
| GL (Limited Guardianship of Adult) | |
| GM (Minor Guardianship) | |
| LG (Limited Guardianship of Minor) | |
| PO (Protective Order) | N/A |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| CA DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 640 (Order Regarding Appointment of Conservator) entered, <i>indicating it is for an adult</i> (check box 3 or 4 checked) <i>and that a conservator is appointed</i> (check box 9 checked) |
| Denied | PC 640 (Order Regarding Appointment of Conservator), or other order, entered <i>denying the petition based on the lack of a legally necessary finding</i> (see check box 8) |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 640 (Order Regarding Appointment of Conservator), or other order, entered <i>dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress</i> (see check box 8) |
| Case Type Change <i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i> | PC 644 (Protective Order) entered { <i>Change to PO</i> } or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| CY DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 640 (Order Regarding Appointment of Conservator) entered, <i>indicating it is for a minor</i> (check box 5 checked) <i>and that a conservator is appointed</i> (check box 9 checked) |
| Denied | PC 640 (Order Regarding Appointment of Conservator), or other order, entered <i>denying the petition based on the lack of a legally necessary finding</i> (see check box 8) |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 640 (Order Regarding Appointment of Conservator), or other order, entered <i>dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress</i> (see check box 8) |
| Case Type Change <i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i> | PC 644 (Protective Order) entered {Change to PO} or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| DD DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 660 (Order Appointing Guardian for Individual with a Developmental Disability) entered |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change <i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i> | Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| GA DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual) entered, <i>indicating that a full guardian is appointed</i> (“full” check box at 8 checked) <i>[Do not count entry of PC 632 (Order Appointing Temporary Guardian of Incapacitated Individual)]</i> |
| Denied | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual), or other order, entered <i>denying the petition based on the lack of a legally necessary finding</i> (see check box 7) |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual), or other order, entered <i>dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress</i> (see check box 7) |
| Case Type Change <i>[Note: A “case type change” disposition must be followed by the proper “new filing” entry and an appropriate disposition for that filing.]</i> | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual) entered, <i>indicating that a limited guardian is appointed</i> (“limited” check box at 8 checked) {Change to GL} or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| GL DISPOSITIONS | |
|---|--|
| TYPE | CONDITIONS |
| Granted | PC 631 (Order Appointing Guardian of Incapacitated Individual) entered, <i>indicating that a limited guardian is appointed</i> (“limited” check box at 8 checked) |
| Denied | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual), or other order, entered <i>denying the petition based on the lack of a legally necessary finding</i> (see check box 7) |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 631 (Order Regarding Appointment of Guardian of Incapacitated Individual), or other order, entered <i>dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress</i> (see check box 7) |
| Case Type Change <i>[Note: A “case type change” disposition must be followed by the proper “new filing” entry and an appropriate disposition for that filing.]</i> | PC 631 (Order Appointing Guardian of Incapacitated Individual) entered, <i>indicating that a full guardian is appointed</i> (“full” check box at 8 checked) or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| GM DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 653 (Order Appointing Guardian/Limited Guardian of a Minor) entered, <i>indicating that a full guardian is appointed</i> (“full” check box at 7 checked) |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress |
| Case Type Change <i>[Note: A “case type change” disposition must be followed by the proper “new filing” entry and an appropriate disposition for that filing.]</i> | Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| LG DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 653 (Order Appointing Guardian/Limited Guardian of a Minor) entered, <i>indicating that a limited guardian is appointed</i> (“limited” check box at 7 checked) |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress |
| Case Type Change <i>[Note: A “case type change” disposition must be followed by the proper “new filing” entry and an appropriate disposition for that filing.]</i> | Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| PO DISPOSITIONS | |
|---|---|
| TYPE | CONDITIONS |
| Granted | PC 644 (Protective Order) entered |
| Denied | PC 609 (Order), or other order, entered denying the petition based on the lack of a legally necessary finding |
| Transferred | PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition |
| Withdrawn/Dismissed | PC 609 (Order), or other order, entered dismissing the case, either based on the petitioner's desire to withdraw the petition, or based on the court's finding of lack of progress |
| Case Type Change <i>[Note: A "case type change" disposition must be followed by the proper "new filing" entry and an appropriate disposition for that filing.]</i> | PC 640 (Order Appointing Conservator) entered { <i>Change to CA or CY</i> } or Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

GUARDIANSHIPS & CONSERVATORSHIPS

| CASE CLOSURE | |
|---|--|
| CASE TYPE CODE | CONDITIONS |
| CA (Adult Conservatorship) | <p>Administratively Closed: PC 599 (Memorandum of Administrative Closing) issued, <i>indicating the case file is closed for administrative purposes</i> (check box 4a checked)</p> <p>Out of System: PC 597 (Order of Discharge) entered, <i>indicating that the matter is closed</i> (relevant check box at 4 checked)</p> <p>or</p> <p><i>For guardianships, PC 605</i> (Order Regarding Appointment of Fiduciary) entered, <i>indicating that the guardian is discharged and the case is closed</i> (appropriate check boxes at 8 checked)</p> <p>or</p> <p>PC 608 (Order for Change of Venue) issued after disposition of original petition</p> <p>or</p> <p>Upon disposition of original petition when the disposition is one of the following:</p> <ul style="list-style-type: none"> • Denied • Transferred • Withdrawn/Dismissed • Case Type Change <p>or</p> <p>When a necessary condition of the guardianship or conservatorship no longer holds (e.g., minor reaches majority, or ward dies)</p> |
| CY (Minor Conservatorship) | |
| DD (DDI Guardianship) | |
| GA (Adult Guardianship) | |
| GL (Limited Guardianship of Adult) | |
| GM (Minor Guardianship) | |
| LG (Limited Guardianship of Minor) | |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

INVOLUNTARY COMMITMENTS

| NEW FILINGS (Including Certain Supplemental MI Matters) | |
|--|--|
| CASE TYPE CODE | CONDITIONS |
| JA (Judicial Admission) | PCM 224 (Petition for Judicial Admission) filed or PCM 203 (Objection to Administrative Admission, Individual with Developmental Disability) filed |
| MI (Mental Illness) | PCM 201 (Petition/Application For Hospitalization) filed or PCM 202 (Objection to Hospitalization of a Minor) filed or PCM 237 (Petition for Continued Hospitalization of Minor) filed |
| Petition for Second Order | PCM 218 (Petition for Second or Continuing Treatment Order), <i>indicating the last commitment order was the initial commitment order</i> (“initial” check box at 3 checked), filed |
| Petition for Continuing Order | PCM 218 (Petition for Second or Continuing Treatment Order), <i>indicating the last commitment order was either the second or a continuing commitment order</i> (“second” or “continuing” check box at 3 checked), filed |
| Supplemental Petitions for Examination | PCM 209 (Supplemental Petition to Application for Hospitalization and Order for Examination) filed or PCM 209a (Supplemental Petition for Examination/Hospitalization and Order) filed or PCM 240 (Petition and Order to Transport Minor) filed |
| NOTE: For all of the above case types where change of venue is a possibility, there are general change-of-venue new filing conditions | PC 608 (Order for Change of Venue) or MC 316 (Order for Change of Venue) received and filed <i>prior to disposition of original petition</i> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

INVOLUNTARY COMMITMENTS

| JA DISPOSITIONS | |
|-----------------|---|
| TYPE | CONDITIONS |
| Granted | <p>PCM 214a (Order Following Hearing on Petition for Judicial Admission) entered, <i>indicating that the subject is to be treated</i> (check box 12 or 13 checked) <i>{Disposition of PCM 224}</i></p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the court agrees with the objection</i> (“administrative admission” check box at 2 checked and check box 10 checked) <i>{Disposition of PCM 203}</i></p> |
| Denied | <p>PCM 214a (Order Following Hearing on Petition for Judicial Admission) entered, <i>indicating that the subject does not meet the criteria for judicial admission</i> (check box 11 and 14 checked) <i>{Disposition of PCM 224}</i></p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the court disagrees with the objection because the minor requires treatment</i> (“administrative admission” check box at 2 checked, check box 6 (“is”), 8, or 9 checked, and check box 11 checked) <i>{Disposition of PCM 203}</i></p> |
| Transferred | <p>PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

| JA DISPOSITIONS | |
|---------------------|--|
| TYPE | CONDITIONS |
| Withdrawn/Dismissed | <p>PCM 214a (Order Following Hearing on Petition for Judicial Admission) entered, <i>indicating that the petition is dismissed for reasons other than a lack of legally required findings</i> (check box 14 checked, but check box 11 not checked) <i>{Disposition of PCM 224}</i></p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the petition is dismissed for reasons other than a lack of legally required findings</i> (“administrative admission” check box at 2 checked, and check box 11 checked without supporting findings) <i>{Disposition of PCM 203}</i></p> <p>or</p> <p>PC 609 (Order), or some other order, entered dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress</p> |
| Deferred | N/A |
| Case Type Change | Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

INVOLUNTARY COMMITMENTS

| MI DISPOSITIONS | |
|-----------------|---|
| TYPE | CONDITIONS |
| Granted | <p>PCM 214 (Initial Order Following Hearing on Petition for Admission) entered, <i>indicating that the subject is to receive treatment</i> (check box 12, 13, or 14 checked) {Disposition of PCM 201}</p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the court agrees with the objection</i> (“hospitalization” check box at 2 checked and check box 10 checked) {Disposition of PCM 202}</p> <p>or</p> <p>PCM 239 (Order Following Hearing on Petition for Continued Hospitalization of Minor) entered, <i>indicating that the minor is to be hospitalized</i> (check box 9 checked) {Disposition of PCM 237}</p> |
| Denied | <p>PCM 214 (Initial Order Following Hearing on Petition for Admission) entered, <i>indicating that the subject is not a person requiring treatment</i> (check box 10 and 17 checked) {Disposition of PCM 201}</p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the court disagrees with the objection because the minor requires treatment</i> (“hospitalization” check box at 2 checked, check box 6(“is”), 8, or 9 checked, and check box 11 checked) {Disposition of PCM 202}</p> <p>or</p> <p>PCM 239 (Order Following Hearing on Petition for Continued Hospitalization of Minor) entered, <i>indicating that the minor is to be discharged from the hospital</i> (check box 10 checked) {Disposition of PCM 237}</p> |
| Transferred | <p>PC 608 (Petition and Order to Change Venue) or MC 316 (Order for Change of Venue) entered ordering the case transferred to another Michigan court prior to the court entering any substantive disposition on the initial petition</p> |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

| MI DISPOSITIONS | |
|---------------------|---|
| TYPE | CONDITIONS |
| Withdrawn/Dismissed | <p>PCM 214 (Initial Order Following Hearing on Petition for Admission) entered, <i>indicating that the petition is dismissed for reasons other than a lack of legally required findings</i> (check box 17 checked, but check box 10 not checked) <i>{Disposition of PCM 201}</i></p> <p>or</p> <p>PCM 205 (Order Following Hearing on Objection to Hospitalization by Minor/Administrative Admission) entered, <i>indicating that the petition is dismissed for reasons other than a lack of legally required findings</i> (“hospitalization” check box at 2 checked, and check box 11 checked without supportive findings) <i>{Disposition of PCM 202}</i></p> <p>or</p> <p>PCM 239 (Order Following Hearing on Petition for Continued Hospitalization of Minor) entered, <i>indicating that the petition is dismissed for reasons other than a lack of legally required findings</i> (check box 10 checked without supportive findings) <i>{Disposition of PCM 237}</i></p> <p>or</p> <p>PC 609 (Order), or some other order, entered dismissing the case, either based on the petitioner’s desire to withdraw the petition, or based on the court’s finding of lack of progress</p> |
| Deferred | <p>PCM 235 (Request to Defer Hearing on Commitment) filed <i>(even if PCM 236 (Demand for Hearing) subsequently filed and a hearing is held)</i></p> <p><i>{Only Disposition of PCM 201}</i></p> |
| Case Type Change | Correction of data entry error |

NEW CASELOAD REPORTING REQUIREMENTS FOR PROBATE COURTS

INVOLUNTARY COMMITMENTS

| POST-INITIAL-ORDER MI DISPOSITIONS | |
|------------------------------------|--|
| PETITION TYPE | CONDITIONS |
| Petition for Second Order | Granted: PCM 219 (Second or Continuing Order for Treatment) entered, <i>indicating that the subject is to undergo court-ordered treatment a second time</i> (check box 12, 14, or 15 checked) |
| | Denied: PCM 219 (Second or Continuing Order for Treatment) entered, <i>indicating that the subject is discharged</i> (check box 17 checked) |
| Petition for Continuing Order | Granted: PCM 219 (Second or Continuing Order for Treatment) entered, <i>indicating that the subject is to undergo continuing court-ordered treatment</i> (check box 13, 14, or 15 checked) |
| | Denied: PCM 219 (Second or Continuing Order for Treatment) entered, <i>indicating that the subject is discharged</i> (check box 17 checked) |

FILE FORMAT
for Electronically Uploading Caseload Data

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1 *Submission Mechanism*

The CRS project has determined requirements for the technique to be used by courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 *General Format*

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (Probate court) and the quarter, year, county, court code, as well as the part, section, action, and case type combine to refer to a single field on a particular caseload report form. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 *Record Format:*

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","ACTION","CASETYPE","VALUE"

2.2.1 Field Definitions

| | |
|------------|---|
| "TYPE" | = Data Type: "P" (probate) |
| "QTR" | = Report Quarter "1", "2", "3", or "4" |
| "YEAR" | = Report Year "2002", "2003", etc. |
| "COURT" | = Court Number as defined below |
| "COUNTY" | = County Name that, along with the court number, identifies a specific court jurisdiction |
| "PART" | = "1" or "2" |
| "SECTION" | = "A", "B", "C", etc. |
| "ACTION" | = A 2 to 4 digit code as defined below |
| "CASETYPE" | = A 2 digit code as defined below |
| "VALUE" | = Null value ("") or whole number value of 0 or greater |

Example: "P","1","2002","P83","Wayne", "1","A","BP","DA","0"

The above example is for probate data ("P"), first quarter ("1"), year 2002, Wayne County Probate ("P83"), the county of Wayne, Part 1, Section A, action Beginning Pending ("BP"), case type DA, with a value of zero.

This provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line. We are increasing the size of the file in order to purchase flexibility for the courts that choose to create these electronic data files.

2.2.2 Field Names, Attributes, and Length:

| <u>Field Name</u> | <u>Attributes</u> | <u>Max Length</u> |
|-------------------|------------------------|-------------------|
| TYPE | Alphabetic | 1 |
| QTR | Numeric | 1 |
| YEAR | Numeric | 4 |
| COURT | Alphabetic, Numeric, - | 5 |
| COUNTY | Alphabetic | 25 |
| PART | Numeric | 1 |
| SECTION | Alphabetic | 1 |
| ACTION | Alphabetic | 4 |
| CASETYPE | Alphabetic | 2 |
| VALUE | Numeric | 6 |

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will overwrite the existing values in the database. However, if a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain. Similarly, missing values in subsequent submissions will not affect existing values in the database. Any non-null values (zero or greater) will be used to overwrite existing data for that court, in that year, and the particular quarter.

2.2.4 Court Codes and Counties

The following table lists probate court codes and their counties which together create a unique identifier for each jurisdiction. Data must be submitted for the jurisdiction, as listed below.

2.2.4.1 List of Unique Court Code and Location Name Combinations

| PROBATE | | | PROBATE | | | PROBATE | | |
|------------|----------------|-----------------------|------------|-------------|--------------------|------------|--------------|---------------------|
| Court Code | County | Jurisdiction | Court Code | County | Jurisdiction | Court Code | County | Jurisdiction |
| P01 | Alcona | Alcona County | P34 | Ionia | Ionia County | P65 | Ogemaw | Ogemaw County |
| P03 | Allegan | Allegan County | P35 | Iosco | Iosco County | P66 | Ontonagon | Ontonagon County |
| P04 | Alpena | Alpena County | P36 | Iron | Iron County | P68 | Oscoda | Oscoda County |
| P05 | Antrim | Antrim County | P37 | Isabella | Isabella County | P69 | Otsego | Otsego County |
| P06 | Arenac | Arenac County | P38 | Jackson | Jackson County | P70 | Ottawa | Ottawa County |
| P07 | Baraga | Baraga County | P39 | Kalamazoo | Kalamazoo County | P71 | Presque Isle | Presque Isle County |
| P08 | Barry | Barry County | P40 | Kalkaska | Kalkaska County | P72 | Roscommon | Roscommon County |
| P09 | Bay | Bay County | P41 | Kent | Kent County | P73 | Saginaw | Saginaw County |
| P10 | Benzie | Benzie County | P42 | Keweenaw | Keweenaw County | P74 | St. Clair | St. Clair County |
| P11 | Berrien | Berrien County | P43 | Lake | Lake County | P75 | St. Joseph | St. Joseph County |
| P12 | Branch | Branch County | P44 | Lapeer | Lapeer County | P76 | Sanilac | Sanilac County |
| P13 | Calhoun | Calhoun County | P45 | Leelanau | Leelanau County | P78 | Shiawassee | Shiawassee County |
| P14 | Cass | Cass County | P46 | Lenawee | Lenawee County | P79 | Tuscola | Tuscola County |
| P16 | Cheboygan | Cheboygan County | P47 | Livingston | Livingston County | P80 | Van Buren | Van Buren County |
| P17 | Chippewa | Chippewa County | P50 | Macomb | Macomb County | P81 | Washtenaw | Washtenaw County |
| P19 | Clinton | Clinton County | P51 | Manistee | Manistee County | P82 | Wayne | Wayne County |
| P20 | Crawford | Crawford County | P52 | Marquette | Marquette County | P83 | Wexford | Wexford County |
| P21 | Delta | Delta County | P53 | Mason | Mason County | PD05 | Alger | Alger County |
| P22 | Dickinson | Dickinson County | P55 | Menominee | Menominee County | PD05 | Schoolcraft | Schoolcraft County |
| P23 | Eaton | Eaton County | P56 | Midland | Midland County | PD06 | Luce | Luce County |
| P25 | Genesee | Genesee County | P57 | Missaukee | Missaukee County | PD06 | Mackinac | Mackinac County |
| P27 | Gogebic | Gogebic County | P58 | Monroe | Monroe County | PD07 | Charlevoix | Charlevoix County |
| P28 | Grand Traverse | Grand Traverse County | P59 | Montcalm | Montcalm County | PD07 | Emmet | Emmet County |
| P29 | Gratiot | Gratiot County | P60 | Montmorency | Montmorency County | PD17 | Clare | Clare County |
| P30 | Hillsdale | Hillsdale County | P61 | Muskegon | Muskegon County | PD17 | Gladwin | Gladwin County |
| P31 | Houghton | Houghton County | P62 | Newaygo | Newaygo County | PD18 | Mecosta | Mecosta County |
| P32 | Huron | Huron County | P63 | Oakland | Oakland County | PD18 | Osceola | Osceola County |
| P33 | Ingham | Ingham County | P64 | Oceana | Oceana County | | | |

2.3 Probate Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings, Reopened Cases, and Other Matters

BP = Beginning Pending

NF = New Filings

RE = Reopened

OP = Number of open estates, testamentary trusts, inter vivos trust, guardianship, and conservatorship cases as of January 1 of each year

[This field is submitted only once each year, in the first quarter report]

WS = number of wills filed for safekeeping

PSO = Petition for Second Order

PCO = Petition for Continuing Order

AP = Applications

2.3.1.2 Part 2: Record or Method of Disposition/Record of Closed Cases

GR = Petition was Granted

DE = Petition was Denied

TR = Petition was Transferred

WD = Petition was Withdrawn or Dismissed

TC = Case Type Code on the Petition was Changed

OD = Order Determining Testacy when associated with DE

Order Determining Heirs when associated with DH

Other Disposition when associated with CZ

AC = Case was Administratively Closed

CC = Case was Closed other than Administratively

OS = The individual who was the subject of the case is no longer in the system

JV = Jury Verdict

BV = Bench Verdict

UDS = Uncontested, Default, Settled

TR = Transferred

DP = Dismissed by Party

DC = Dismissed by Court

IS = Inactive Status

DF = Deferred

SOG = Second Order Granted

SOD = Second Order Denied

COG = Continuing Order Granted

COD = Continuing Order Denied

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings, Reopened Cases, And Other Matters

Section A: Estates, Trusts - New Filings, Reopened Cases, and Other Matters

| | | | | | | |
|------|------|------|------|------|------|------|
| BPDA | BPPE | NFDA | NFPE | NFTV | REPE | OPTT |
| BPDE | BPTT | NFDE | NFTR | REDA | OPDA | OPTV |
| BPDH | BPTV | NFDH | NFTT | REDE | OPDE | |

Section B: Wills - New Filings, Reopened Cases, and Other Matters

WSWS

Section C: Civil - New Filings, Reopened Cases, and Other Matters

| | | | | | |
|------|------|------|------|------|------|
| BPCZ | BPML | NFBR | NFCZ | NFML | RECZ |
|------|------|------|------|------|------|

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments - New Filings, Reopened Cases, and Other Matters

| | | | | | | | |
|------|------|------|------|------|------|------|-------|
| BPCA | BPGL | BPMI | NFDD | NFJA | OPCA | OPGL | PSOMI |
| BPCY | BPGM | BPPO | NFGA | NFLG | OPCY | OPGM | PCOMI |
| BPDD | BPJA | NFCA | NFGL | NFMI | OPDD | OPLG | APMI |
| BPGA | BPLG | NFCY | NFGM | NFPO | OPGA | | |

2.3.3.2 Part 2: Record Or Method Of Disposition And Record Of Closed Cases

Section A: Estates, Trusts - Record or Method of Disposition and Record of Closed Cases

| | | | | | | | |
|------|------|------|------|------|------|------|------|
| GRDA | ODDE | DEPE | TRDE | WDDE | WDTV | ACDE | CCDE |
| GRDE | ODDH | DETT | TRTT | WDDH | TCDA | ACTT | CCTT |
| GRPE | DEDA | DETV | TRTV | WDPE | TCDE | ACTV | CCTV |
| GRTT | DEDE | TRDA | WDDA | WDTT | ACDA | CCDA | SADA |
| GRTV | DEDH | | | | | | |

Section C: Civil - Record or Method of Disposition and Record of Closed Cases

| | | | | | | | |
|------|-------|------|------|------|------|------|------|
| JVCZ | UDSCZ | DPCZ | ISCZ | GRML | DEML | TRML | WDML |
| BVCZ | TRCZ | DCCZ | ODCZ | | | | |

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments - Record or Method of Disposition and Record of Closed Cases

| | | | | | | | |
|------|-------|-------|-------|-------|------|------|------|
| GRCA | GRPO | DELG | TRGM | WDGA | TCCA | TCMI | ACLG |
| GRCY | SOGMI | DEMI | TRJA | WDGL | TCCY | TCPO | OSCA |
| GRDD | DECA | DEPO | TRLG | WDGM | TCDD | ACCA | OSCY |
| GRGA | DECY | SODMI | TRMI | WDJA | TCGA | ACCY | OSDD |
| GRGL | DEDD | TRCA | TRPO | WDLG | TCGL | ACDD | OSGA |
| GRGM | DEGA | TRCY | COGMI | WDMI | TCGM | ACGA | OSGL |
| GRJA | DEGL | TRDD | WDCA | WDPO | TCJA | ACGL | OSGM |
| GRLG | DEGM | TRGA | WDCY | CODMI | TCLG | ACGM | OSLG |
| GRMI | DEJA | TRGL | WDDD | DFMI | | | |

CASELOAD REPORTING SYSTEM (CRS) USER GUIDE

| |
|--|
| <p>CASELOAD REPORTING SYSTEM</p> <p>USER GUIDE AND SPECIFICATION</p> |
|--|

DECEMBER 10, 2001

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1 Introduction

1.1 Purpose

This guide is intended to document for end users the screen functionality of the Caseload Reporting System (CRS). This document, created during the Software Design phase of the project, captures the intent of each screen, the navigation mechanisms on the screens, what each data field represents, and how each field on the screen is to be used.

2 Software Application Screens

2.1 Login Screen

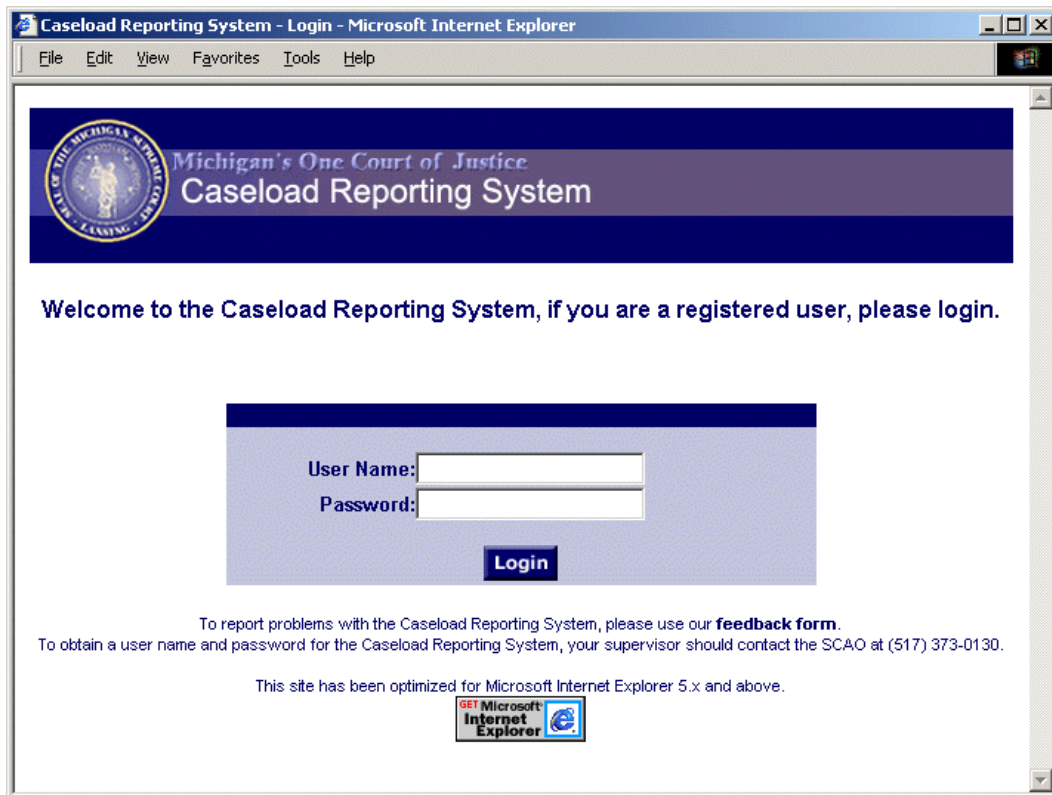


Figure 1: Login Screen

2.1.1 Purpose

This screen allows a user to enter their user name and password to gain access to the system.

2.1.2 Usage

The focus begins in the User Name field where the user must enter their assigned user name. They can then tab to or click on the Password field and enter their password and

hit the Enter key or click the Login button. If the user name and password are correct, the user is redirected to the Menu screen. If the user name or password is incorrect, an error message is displayed and the focus returns to the User Name field where the user may try again.

2.1.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|--------------|--|--|
| User Name | The user's user name, which is required to gain access to the system. It uniquely identifies the person. | The user name must contain a minimum of three and a maximum of 25 alphabetic characters. This field cannot be left blank. When this field receives focus, any existing text is selected. |
| Password | The user's password, which is required to gain access to the system. It authenticates the person. | The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. This field cannot be left blank. When this field receives focus, any existing text is selected. |
| Login Button | Begins the login process. | Redirects the user to the Menu screen, if authenticated. |

2.2 Menu Screen

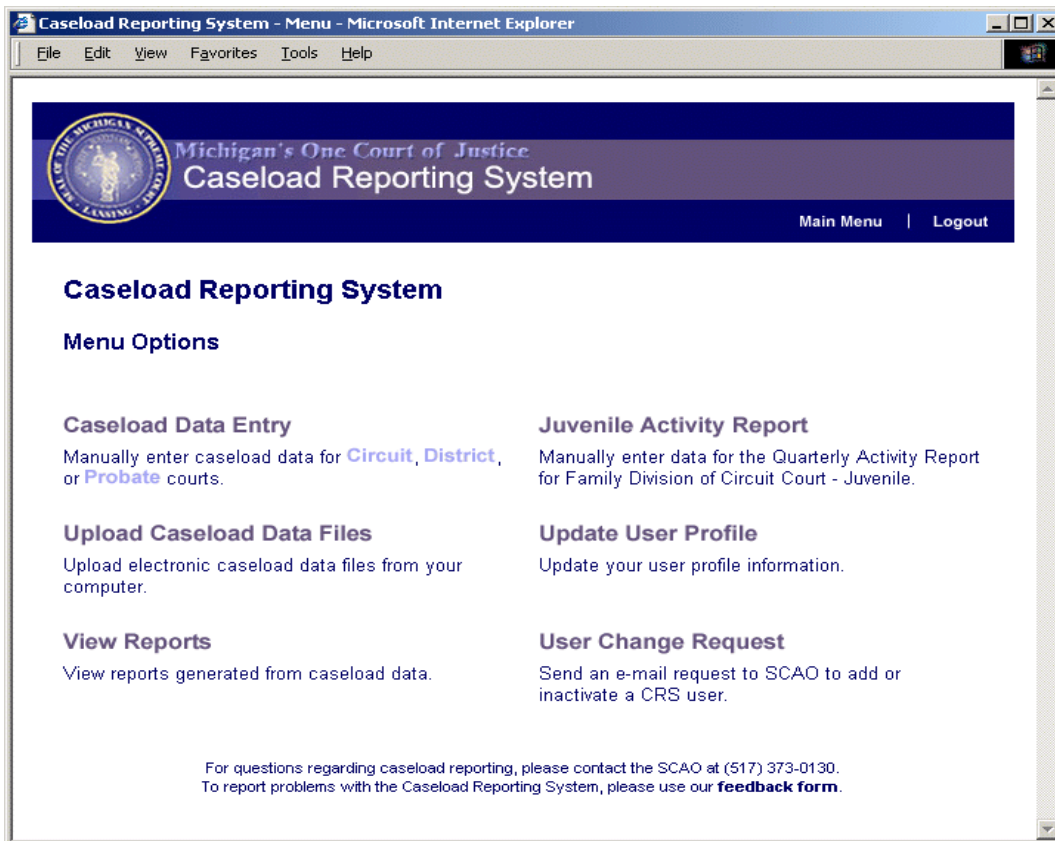


Figure 2: Menu Screen

2.2.1 Purpose

This menu screen displays links to all other sections in the system, as well as descriptions of each section. The Update User Profile and User Change Request options are displayed only for regular users, while the User Administration and Missing Reports options are displayed only for administrative users.

2.2.2 Usage

This screen allows the user to navigate to all authorized areas of the web site from a single screen. When a user exits other screens, they are returned to the main menu.

2.2.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|---|--|--|
| Circuit Court Caseload Data Entry Link | Links the user to the Circuit Court Data Entry screen. | No additional functionality. |
| District Court Caseload Data Entry Link | Links the user to the District Court Data Entry screen. | No additional functionality. |
| Probate Court Caseload Data Entry Link | Links the user to the Probate Court Data Entry screen. | No additional functionality. |
| Juvenile Activity Report Link | Links the user to the Juvenile Activity Report screen. | No additional functionality. |
| Upload Caseload Data Files Link | Links the user to the Upload Caseload Data Files screen. | No additional functionality. |
| Update User Profile Link | Links the user to the Update User Profile screen. | This link is available only to regular users. |
| User Administration Link | Links the user to the User Administration screen. | This link is available only to administrative users. |
| View Reports Link | Links the user to the Report Selection screen. | No additional functionality. |
| User Change Request Link | Links the user to the User Change Request screen. | This link is available only to regular users. |
| Missing Reports Link | Links the user to the Missing Report screen. | This link is available only to administrative users. |

2.3 Court Caseload Data Entry Screens

The screenshot shows a web browser window titled "Caseload Reporting System - Probate Court Caseload Data Entry - Microsoft Internet Explorer". The address bar shows "http://w2ktest/crs/probate.asp". The page header features the Michigan State Seal and the text "Michigan's One Court of Justice Caseload Reporting System". Below the header are links for "Instructions", "Main Menu", and "Logout". The main content area is titled "Probate Court Caseload Data Entry". It contains a form with the following fields: "Preparer's Name" (SCAO Staff), "Telephone" (517-373-8777), "Court Name" (P01 - Alcona), "Quarter" (3 (Jul - Sep)), and "Year" (2001). There are "Continue" and "Cancel" buttons. At the bottom, a note states: "For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130. To report problems with the Caseload Reporting System, please use our [feedback form](#)."

Figure 3: Probate Court Caseload Pre-Data Entry Screen

The screenshot shows a web browser window titled "Caseload Reporting System - Probate Court Caseload Data Entry - Microsoft Internet Explorer". The address bar shows "http://w2ktest/crs/probate1a.asp". The page header features the Michigan State Seal and the text "Michigan's One Court of Justice Caseload Reporting System". Below the header are links for "Instructions", "Main Menu", and "Logout". The main content area is titled "Probate Court Caseload Data Entry". It displays a message in red text: "No matching records were found." Below this message are two tabs: "Part 1: New Filings and Reopened Cases" and "Part 2: Method of Disposition". The "Part 1" tab is active, showing a form with the following fields: "Preparer's Name" (SCAO Staff), "Telephone" (517-373-8777), "Court Name" (P23 - Eaton), "Quarter" (3 (Jul - Sep)), and "Year" (2001). Below the form is a section titled "Section A: Estates, Trusts" containing a table with the following columns: "Line", "Case Type", "DA", "DE", "DH", "PE", "TR", "TT", and "TV". The table has two rows: "1 Beginning Pending" and "2 New Filings".

| Line | Case Type | DA | DE | DH | PE | TR | TT | TV |
|------|-------------------|----|----|----|----|----|----|----|
| 1 | Beginning Pending | | | | | | | |
| 2 | New Filings | | | | | | | |

Figure 4: Probate Court Caseload Data Entry Screen

2.3.1 Purpose

There is one screen for each section and part under each court type, which allows manual entry of court caseload information for all Sections under Parts 1 and 2.

2.3.2 Usage

The focus begins in the Court Name field where the user can select from the courts they are associated with. The user may then enter the quarter and year for the caseload data they are submitting. When the user clicks the Continue button, the database is searched for any existing data, which populates the fields on the ensuing screen. After entering data in a table, the user must save the data before selecting any other tabs. The user may also cancel without saving, or get help. They may also navigate to other sections or logout of the system. Any control can be accessed by tabbing to or clicking on it.

2.3.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|-----------------------|--|--|
| Part 1 Tab | When clicked, this displays the caseload data entry table for Part 1, Section A. | No additional functionality. |
| Part 2 Tab | When clicked, this displays the caseload data entry table for Part 2, Section A. | No additional functionality. |
| Preparer's Name | The full name associated with the user logged in to the system. | No additional functionality. |
| Telephone | The telephone number associated with the user logged in to the system. | No additional functionality. |
| Court Name | Lists the court(s) the user is associated with and therefore allowed to enter data for. | This field cannot be left blank. |
| Quarter | Lists the four quarters of a year. | The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank. |
| Year | Accepts the year. | The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank. When this field receives focus, any existing text is selected. |
| Caseload Value Fields | Accepts the number of cases that are applicable to the associated Action (row heading) and Case Type (column heading). | These data fields may contain a maximum of six digits and may be left blank. When these fields receive focus, any existing text is selected. |
| Section Tabs | When clicked, these display the caseload data entry table for the selected Part and Section. | No additional functionality. |
| Save Button | Saves the data entered in the database. | Triggers the data validation routines. |
| Cancel Button | Returns the user to the Menu screen and does not save the data entered in the database. | No additional functionality. |
| Help Button | Opens a new window with help information on the current Part for the current court type. | No additional functionality. |

2.4 Upload Caseload Data Files Screen

Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 Michigan's One Court of Justice
Caseload Reporting System

Instructions | Main Menu | Logout

Upload Caseload Data Files

Contact Name: SCAO Staff
Phone: 517-373-8777

Browse...

Upload Cancel

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our [feedback form](#).

Figure 7: Upload Caseload Data Files Screen

2.4.1 Purpose

This screen allows the user to select an electronic caseload data file from their computer and upload it to the database.

2.4.2 Usage

The focus begins in the File Name field where the user may type in the file path or use the Browse button to select the file from their computer. The user may then tab to or click on the Upload button, or hit the Enter key to begin the upload process. The Cancel button returns the user to the Menu screen. Any control can be accessed by tabbing to or clicking on it.

2.4.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|--------------|--|------------------------------|
| Contact Name | The full name associated with the user logged in to the system. | No additional functionality. |
| Phone Number | The phone number associated with the user logged in to the system. | No additional functionality. |

| Name | Description | Usage |
|---------------|---|---|
| File Name | The name and path of the file to be uploaded. | The path and file name can be typed into the field or selected via the Browse button. The path entered must be valid and cannot be left blank. When this field receives focus, any existing text is selected. |
| Browse Button | Allows the user to explore their computer for the file they wish to upload and select it. | When the file is selected, the path and file name appear in the File Name field. |
| Upload Button | Begins the upload process. | No additional functionality. |
| Cancel Button | Cancels the upload process and returns the user to the Main Menu screen. | No additional functionality. |

2.5 Update User Profile Screen

Figure 8: Update User Profile Screen

2.5.1 Purpose

This screen allows a regular user to change their profile information such as name, phone number, e-mail address, and password.

2.5.2 Usage

The focus begins in the Full Name field. The user may change any of the information by tabbing to or clicking on any field. All fields are required except the e-mail address and password fields. To change their password, the user must also enter the old password. After the changes have been made, the user can then click Save to save the changes, or click Cancel to discard the changes and return to the Menu screen.

2.5.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|------------------|---|---|
| User Name | The user name associated with the person logged in to the system. | No additional functionality. |
| Full Name | The full name associated with the person logged in to the system. | The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected. |
| Phone Number | The phone number associated with the person logged in to the system. | The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected. |
| E-mail Address | The e-mail address associated with the person logged in to the system. | The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected. |
| Old Password | The current password associated with the person logged into the system. | The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. |
| New Password | The password to be associated with the person logged in to the system. | The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. |
| Confirm Password | The password to be associated with the person logged in to the system. | Must match the New Password field exactly, or the password will not be updated in the database. |
| Save Button | Saves the data entered to the database. | Triggers the data validation routines. |
| Cancel Button | Returns the user to the Menu screen and does not save the data entered in the database. | No additional functionality. |

2.6 User Administration Screen

Figure 9: User Administration Screen

2.6.1 Purpose

This screen allows an administrative user to add a new user, inactivate a user, or change an existing user's information.

2.6.2 Usage

The focus begins in the User Name field, where the administrative user can select an existing user or type in a new user. The administrative user can then tab to or click on any of the other fields and enter new data or change existing data. All fields are required

except the e-mail address. After the data is entered, the administrative user can select the Save button to save the information, or select the Cancel button to discard changes and return to the Menu screen. The administrative user may also select the Inactivate button to permanently prevent the selected user from accessing the system.

2.6.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|-------------------|--|---|
| User Name | The user name associated with a user. | The user name must contain a minimum of three and a maximum of 25 alphabetic characters, and must be unique within the database. When this field receives focus, any existing text is selected. |
| Full Name | The full name associated with a user. | The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected. |
| Phone Number | The phone number associated with a user. | The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected. |
| E-mail Address | The e-mail address associated with a user. | The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected. |
| Password | The password associated with a user. | The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. |
| Confirm Password | The password associated with a user. | The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. This field text must match the Password field text exactly. |
| Court Name | The court(s) associated with a user. | Multiple courts may be selected. A court must be selected for regular users. |
| Permission Level | The permission level associated with a user. | Determines the user's level of access within the system. This field cannot be left blank. |
| Save Button | Saves the data entered to the database. | Triggers the data validation routines. |
| Inactivate Button | Permanently inactivates the selected user so they no longer have access to the system. | A user must be selected. |
| Reset Button | Clears all of the current selections. | No additional functionality. |

2.7 Report Selection Screen



Figure 10: Report Selection Screen

2.7.1 Purpose

This screen allows the user to select one of the standard output reports that can be generated from the caseload data.

2.7.2 Usage

The user first selects the report they wish to view, then tabs to or clicks on the Next button, or hits the Enter key, to proceed to the next screen. The user may also tab to or click on the Reset button to clear the current report selection.

2.7.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|--------------|--|--|
| Report Names | Lists all of the available reports and their descriptions. | No additional functionality. |
| Next Button | Passes the report selected to the Report Parameter screen. | Triggers the data validation routines. |
| Reset Button | Clears the current selection. | No additional functionality. |

2.8 Report Parameter Screen

Figure 11: Report Parameter Screen

2.8.1 Purpose

This screen allows the user to enter report parameters and generate the report, or navigate to the Court Selection Wizard to assist them in choosing a comparison court.

2.8.2 Usage

The focus begins in the first parameter field, which for most reports is the Court Name field. After the user selects a court, they may enter additional parameters by tabbing to or clicking on the other fields. After selecting the parameters, the user may choose to use the Court Selection Wizard or generate the report. The Reset button clears all of the current selections. Any control can be accessed by tabbing to or clicking on it.

2.8.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|-------------------------------|---|---|
| Report Name | The name of the report the user selected from the previous screen. | No additional functionality. |
| Court Name | The list of courts the user may select from. | Does not display if the New Filings by County and Court Type report or the Dispositions by County and Court Type report is selected. This field cannot be left blank for all other reports. |
| Case Type(s) | The list of case types the user may include in the report. | Displays only for the following reports: New Filings by Case Type and Dispositions by Case Type. The user must select a minimum of one and a maximum of 12. |
| Date Range | The date range the user wishes to view data from. | The start date must fall between the first quarter of 2002 and the current quarter. The end date must be the same as, or later than, the start date, and before the current quarter. The year fields must contain valid four digit years. These fields cannot be left blank. |
| Report Format | The report format the user wishes to view data in. | Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, and Dispositions by Broad Grouping. |
| Compare With | Allows the user to compare results with regional and/or statewide averages. | Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index. |
| Comparison Court | Allows the user to compare results with another court. | Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index. The user may select only one. |
| Court Selection Wizard Button | Passes the parameters to the Court Selection Wizard screen. | Triggers the data validation routines. |
| Generate Report Button | Passes the parameters to the Crystal Report engine, which then displays the report. | Triggers the data validation routines. |
| Reset Button | Clears all of the current selections. | No additional functionality. |

2.9 Court Selection Wizard Screens

Comparison Criteria

| | | | | |
|------------------------------|------------|----------------------|--------|----------------------|
| County Population: | Between | <input type="text"/> | and | <input type="text"/> |
| Jurisdiction Population: | Between | <input type="text"/> | and | <input type="text"/> |
| Statutory Judgeships: | Between | <input type="text"/> | and | <input type="text"/> |
| SEV (State Equalized Value): | Between \$ | <input type="text"/> | and \$ | <input type="text"/> |
| Total New Filings: | Between | <input type="text"/> | and | <input type="text"/> |

Show Matching Courts **Reset**

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our **feedback form**.

Figure 12: Comparison Criteria Screen

Matching Courts

Select one comparison court to include in the report.

| | Court | County Population | Jurisdiction Population | Statutory Judgeships | SEV | New Filings (from 2001) |
|-----------------------|-----------------|-------------------|-------------------------|----------------------|-----------------|-------------------------|
| <input type="radio"/> | C01 - Hillsdale | 46,527 | 46,527 | | \$1,120,159,535 | 1,814 |
| <input type="radio"/> | C15 - Branch | 45,787 | 45,787 | | \$1,092,411,381 | 53 |

Generate Report **Reset**

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our **feedback form**.

Figure 13: Matching Courts Screen

2.9.1 Purpose

The first screen allows the user to enter criteria for a court they would like to compare results with. The second screen displays the information for the matching courts. The user may then select one court to include in the report. The user may choose not to enter any criteria and the matching courts will include all courts.

2.9.2 Usage

The focus begins in the County Population field where the user can enter the range for the criterion. The user may tab to or click on any of the range fields. After the criteria have been entered, the user can select the Show Matching Courts button to display the information for the matching courts in a new window, or select the Reset button to clear all of the criteria. Once the matching courts are displayed, the user can select one court to include in the report. Finally, by selecting the Generate Report button, the report is displayed. The user may also choose to use the Reset button to clear the court selection. Any control may be accessed by tabbing to or clicking on it.

2.9.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|-------------------------------|--|---|
| County Population Range | The county population range the user wishes the comparison court to match. | The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits. |
| Jurisdiction Population Range | The jurisdiction population range the user wishes the comparison court to match. | The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits. |
| Range of Statutory Judgeships | The range of statutory judgeships the user wishes the comparison court to match. | The low number of judges must be less than the high number of judges. The fields must contain whole numbers with a maximum of three digits. |
| SEV Range | The SEV range the user wishes the comparison court to match. | The low SEV number must be less than the high SEV number. The fields must contain whole numbers with a maximum of eleven digits. |
| Total New Filings Range | The new filings range the user wishes the comparison court to match. | The low number of new filings must be less than the high number of new filings. The fields must contain whole numbers with a maximum of six digits. |
| Show Matching Courts Button | Queries the database for courts matching the comparison criteria. | Triggers the data validation routines. |
| Reset Criteria Button | Clears all of the entered criteria. | No additional functionality. |
| Court Selection Column | Radio buttons that indicate what court will be used in the comparison. | A maximum of one can be selected. |
| Court Column | The name of the court. | No additional functionality. |
| County Population Column | The population of the county the court resides in. | No additional functionality. |

| Name | Description | Usage |
|--------------------------------|---|--|
| Jurisdiction Population Column | The population of the court's jurisdiction. | No additional functionality. |
| Statutory Judgeships Column | The number of statutory judgeships in the court. | No additional functionality. |
| SEV Column | The total SEV of the county. | No additional functionality. |
| Total New Filings Column | The total new filings for the previous year. | No additional functionality. |
| Generate Report Button | Passes the parameters to the Crystal Report engine, which then displays the report. | Triggers the data validation routines. |
| Reset Comparison Court Button | Clears the current comparison court selection. | No additional functionality. |

2.10 User Change Request Screen

The screenshot shows a web browser window titled "Caseload Reporting System - User Change Request Form - Microsoft Internet Explorer". The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page header features the Michigan State Court System seal and the text "Michigan's One Court of Justice" and "Caseload Reporting System". Navigation links for "Instructions", "Main Menu", and "Logout" are present. The main heading is "User Change Request Form". Below it, a note states "*Denotes required fields." The form itself is a light blue box containing the following fields and controls:

- *Action: ☒ Add ☐ Inactivate
- *User's Full Name:
- *User's Phone Number:
- User's E-mail Address:
- *User's Associated Courts: (Required for new users only)
- *Supervisor's Full Name:
- *Supervisor's Phone Number:

At the bottom of the form are "Submit" and "Reset" buttons. Below the form, a footer note reads: "For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130. To report problems with the Caseload Reporting System, please use our **feedback form**."

Figure 14: User Change Request Screen

2.10.1 Purpose

This screen allows a regular user to send an e-mail to the SCAO to request that a user be added to the CRS or be inactivated.

2.10.2 Usage

The user must first select the action of the request. The user can then tab to or click on any of the other fields and enter data. All fields are required except the e-mail address. After the data is entered, the user can select the Submit button to send the information to the SCAO, or select the Reset button to clear all selections. Any control may be accessed by tabbing to or clicking on it.

2.10.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|---------------------------|--|--|
| Action | The action that should be performed for the user. | No additional functionality. |
| User's Full Name | The full name associated with a user. | The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. |
| User's Phone Number | The phone number associated with a user. | The phone number must contain a minimum of seven and a maximum of 25 characters. |
| User's E-mail Address | The e-mail address associated with a user. | The e-mail address may contain a maximum of 50 characters. |
| User's Associated Courts | The court(s) associated with a user. | Multiple courts may be entered. A court must be entered for new users. |
| Supervisor's Full Name | The full name of the user's supervisor. (SCAO will contact the supervisor to validate the request.) | This field may not be left blank. |
| Supervisor's Phone Number | The phone number of the user's supervisor. (SCAO will contact the supervisor to validate the request.) | This field may not be left blank. |
| Submit Button | Submits the request via e-mail to the SCAO. | Triggers the data validation routines. |
| Reset Button | Clears all of the current selections. | No additional functionality. |

2.11 Missing Reports Screens

Caseload Reporting System - Missing Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 Michigan's One Court of Justice
Caseload Reporting System

[Instructions](#) | [Main Menu](#) | [Logout](#)

Missing Reports

Please Note: Both operations will take several minutes to complete.

Region: Quarter: Year:

[Generate Report](#) [E-mail Notifications](#)

For questions regarding caseload reporting, please contact the SCAO at (517) 373-0130.
To report problems with the Caseload Reporting System, please use our [feedback form](#).

Figure 15: Missing Reports Parameter Screen

Caseload Reporting System - Missing Reports E-mail Notification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 *Michigan's One Court of Justice*
Caseload Reporting System

[Back](#) | [Main Menu](#) | [Logout](#)

Missing Reports

Region I - 3rd Quarter 2001

Select the courts you DO NOT wish to receive e-mail notifications that they are missing reports, then click the E-mail Notifications button.

E-mail Notifications **Reset**

| <input type="checkbox"/> | Court Name |
|--------------------------|------------------|
| <input type="checkbox"/> | C16 - Macomb |
| <input type="checkbox"/> | C22 - Washtenaw |
| <input type="checkbox"/> | C31 - St. Clair |
| <input type="checkbox"/> | C38 - Monroe |
| <input type="checkbox"/> | D14A - Washtenaw |
| <input type="checkbox"/> | D14B - Washtenaw |
| <input type="checkbox"/> | D15 - Washtenaw |
| <input type="checkbox"/> | D16 - Wayne |
| <input type="checkbox"/> | D17 - Wayne |
| <input type="checkbox"/> | D18 - Wayne |
| <input type="checkbox"/> | D19 - Wayne |
| <input type="checkbox"/> | D20 - Wayne |
| <input type="checkbox"/> | D21 - Wayne |
| <input type="checkbox"/> | D22 - Wayne |
| <input type="checkbox"/> | D23 - Wayne |
| <input type="checkbox"/> | D24 - Wayne |
| <input type="checkbox"/> | D25 - Wayne |
| <input type="checkbox"/> | D26-1 - Wayne |

Figure 16: Missing Reports E-mail Notifications Screen

2.11.1 Purpose

The first screen allows an administrative user to enter the region, quarter, and year for which they wish to view the courts that are missing caseload data reports. The results screen displays the courts, along with the missing sections and associated users. The e-mail notifications screen displays the courts and allows the user to select which court(s) they wish not to receive e-mail notifications that they are missing caseload data. The user may then send the notifications.

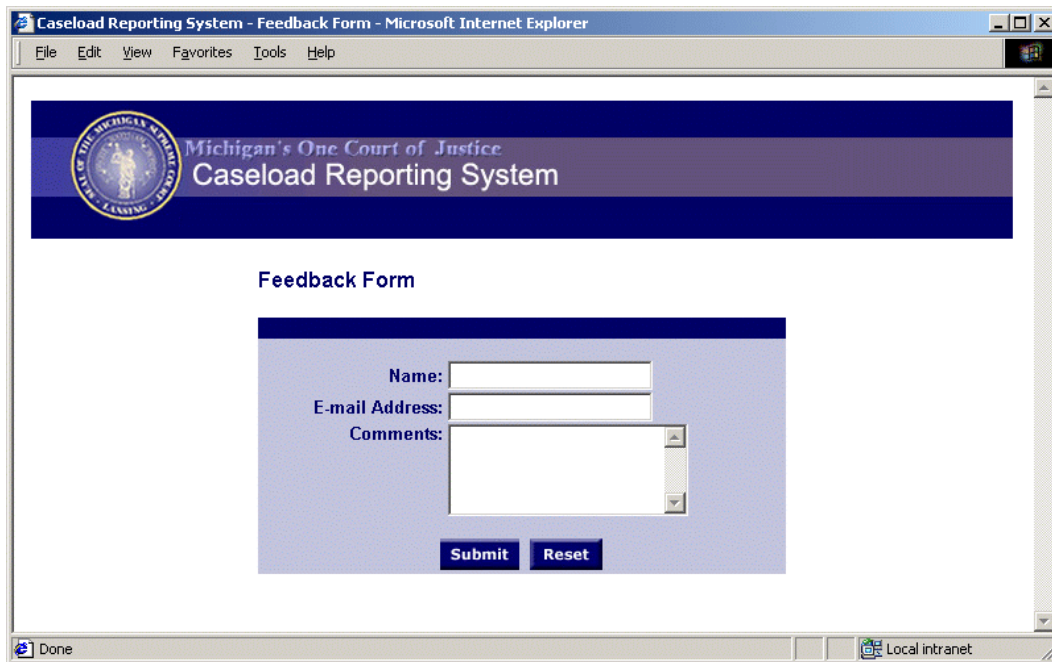
2.11.2 Usage

The focus begins in the Region field, where the administrative user can select the region for the courts they wish to view or notify. The user may then enter the quarter and year to check for missing reports. After entering the parameters, the user may generate a web page report that lists all of the courts missing data, along with the missing sections and the associated users, or the user may select the E-mail Notifications button. The e-mail notifications screen allows the user to select any courts they do not want to receive the notification, and send an e-mail notification to the rest of the courts that are missing caseload data. Any control may be accessed by tabbing to or clicking on it.

2.11.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|-------------------------------|---|---|
| Region | The list of regions the user may select from. | This field cannot be left blank. |
| Quarter | Lists the four quarters of a year. | The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank. |
| Year | Accepts the year. | The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank. |
| Generate Report Button | Passes the parameters to the report page, which then displays the results. | Triggers the data validation routines. |
| E-mail Notifications Button 1 | Passes the parameters to the e-mail notifications page, which then displays all of the matching courts. | Triggers the data validation routines. |
| E-mail Notifications Button 2 | Sends a notification via e-mail to all courts missing caseload data. | No additional functionality. |
| Reset Button | Clears all selected courts. | No additional functionality. |
| Court Checkboxes | Check boxes that indicate which courts will not receive the e-mail notifications. | There is minimum on maximum for number of selections. |

2.12 Feedback Form



The screenshot shows a web browser window titled "Caseload Reporting System - Feedback Form - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Local intranet". The main content area features a blue header with the Michigan State Court of Justice seal and the text "Michigan's One Court of Justice" and "Caseload Reporting System". Below the header, the title "Feedback Form" is centered. The form itself is a light blue box containing three input fields: "Name:", "E-mail Address:", and "Comments:". The "Comments:" field is a larger text area. At the bottom of the form are two buttons: "Submit" and "Reset". The browser's status bar at the bottom shows "Done" and "Local intranet".

Figure 17: Feedback Form

2.12.1 Purpose

This screen allows the user to submit feedback about the Caseload Reporting System to the web administrator.

2.12.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their e-mail address and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.12.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|----------------|---|------------------------------|
| Name | The name of the user. | This field is not required. |
| E-mail Address | The e-mail address of the user. | This field is not required. |
| Comments | The comments the user wishes to deliver to the web administrator. | This field is not required. |
| Submit Button | Submits the feedback via e-mail to the web administrator. | No additional functionality. |
| Reset Button | Clears the fields. | No additional functionality. |

2.13 Report Feedback Form

The screenshot shows a web browser window titled "Caseload Reporting System - Report Feedback Form - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header has a blue banner with the Michigan State Seal on the left and the text "Michigan's One Court of Justice" and "Caseload Reporting System" on the right. Below the banner, the title "Report Feedback Form" is centered. The form itself is a light blue box containing four input fields: "Name:", "Phone:", "E-mail Address:", and "Comments:". The "Comments:" field is a large text area with a vertical scroll bar. At the bottom of the form are two buttons: "Submit" and "Reset".

Figure 18: Report Feedback Form

2.13.1 Purpose

This screen allows a user to submit questions about the CRS output reports to the report expert via e-mail.

2.13.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their phone number, e-mail address, and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.13.3 Screen Element Descriptions and Usage

| Name | Description | Usage |
|----------------|---|------------------------------|
| Name | The name of the user. | This field is not required. |
| Phone | The phone number of the user. | This field is not required. |
| E-mail Address | The e-mail address of the user. | This field is not required. |
| Comments | The comments the user wishes to deliver to the report expert. | This field is not required. |
| Submit Button | Submits the feedback via e-mail to the report expert. | No additional functionality. |
| Reset Button | Clears the fields. | No additional functionality. |

**OUTPUT FORMATS
AND BUSINESS RULES FOR SUMMARY OUTPUT**

Business Rules for Probate Caseload Summary

Adopted 8/30/01
Revised 9/12/01
Revised 10/05/01
Revised 12/04/01
Revised 7/16/02

1. Section A: Estates, Trusts (DA, DE, DH, PE, TT, and TV)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Granted + Order Determining Testacy/Heirs + Denied + Transferred +
Withdrawn/Dismissed + Case Type Change = Total Dispositions)
(from Lines 1 through 6, Part 2)

equals Ending Pending

2. Section A: Trusts (TR)

Total Number of Trust Registrations *(from Line 2, Part 1)*

3. Section A: Estates, Trusts

Total Number of Estates, Testamentary Trusts, and Inter Vivos Trusts Open on January 1
*(from Line 4, Part 1 of the first quarter) + New Filings + Reopened (from Lines 2 and 3,
Part 1 - cumulative beginning with the first quarter)*

minus (Estates, Testamentary Trusts, and Inter Vivos Trusts Administratively Closed +
Estates, Testamentary Trusts, and Inter Vivos Trusts Closed = Subtotal of Cases Closed
at the end of the specified reporting period) *(from Lines 7 and 8, Part 2 - cumulative
beginning with the first quarter)*

equals Total Number of Estates, Testamentary Trusts, and Inter Vivos Trusts Open at the
end of the specified reporting period***

***Special Note: This calculation will not contain estates or trusts that are added to a
court's case management system during the year as the result of a post-disposition change
of venue. However, the cases will be included in the following year's total reported on
Line 3, Part 1 if they are still open at that time.

4. Section A: Estates

Total Number of Estate Cases Supervised by the Court During the Year
(from Line 9, Part 2)

5. Section B: Wills

Total Number of Wills Filed for Safekeeping and Total Number of Wills Delivered to the
Court after the Death of the Testator *(from Line 2, Part 1)*

Business Rules for Probate Caseload Summary

Adopted 8/30/01
Revised 9/12/01
Revised 10/05/01
Revised 12/04/01
Revised 7/16/02

6. Section C: Civil (CZ)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Uncontested/Default/Settled + Transferred +
Dismissed by Party + Dismissed by Court + Inactive Status + Other Disposition =
Total Dispositions) (from Lines 1 through 8, Part 2)

equals Ending Pending

7. Section C: Other Matters (ML)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Granted + Denied + Transferred + Withdrawn/Dismissed = Total
Dispositions) (from Lines 9 through 12, Part 2)

equals Ending Pending

8. Section C: Foreign Births (BR)

Total Number of Motions Filed for Delayed Registration of Foreign Birth
(from Line 2, Part 1)

9. Section D: Guardianships, Conservatorships, Admissions, Mental Commitments

Beginning Pending + New Filings = Total Pending
(from Lines 1 and 2, Part 1)

minus (Granted + Denied + Transferred + Withdrawn/Dismissed + Deferred + Case
Type Change = Total Dispositions)
(from Lines 1 through 6, Part 2)

equals Ending Pending

10. Section D: Mental Commitments (MI)

Total Number of Petitions Filed for Second Order of Commitment
(from Line 4, Part 1)

Business Rules for Probate Caseload Summary

Adopted 8/30/01
Revised 9/12/01
Revised 10/05/01
Revised 12/04/01
Revised 7/16/02

Total Number of Petitions Requesting Second Order of Commitment Granted
(from Line 9, Part 2)

Total Number of Petitions Requesting Second Order of Commitment Denied
(from Line 10, Part 2)

Total Number of Petitions Filed for Continuing Order of Commitment
(from Line 5, Part 1)

Total Number of Petitions Requesting Continuing Order of Commitment Granted
(from Line 11, Part 2)

Total Number of Petitions Requesting Continuing Order of Commitment Denied
(from Line 12, Part 2)

Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor
(from Line 6, Part 1)

11. Section D: Guardianships, Conservatorships, Admissions, Mental Commitments

Total Number of Individuals under Guardianship and Conservatorship on January 1
(from Line 3, Part 1) + Total Number of New Filings Granted (from Line 1, Part 2 -
cumulative beginning with the first quarter)

minus (Individuals whose Case for Guardianship and Conservatorship was
Administratively Closed + Individuals for Whom Guardianship and Conservatorship
Ceased = Subtotal of Cases Closed at end of specified reporting period) (from Lines 7
and 8, Part 2 - cumulative beginning with the first quarter)

equals Total Number of Individuals under Guardianship and Conservatorship at the end
of the specified reporting period***

***Special Note: This calculation will not contain any individuals who are added to a
court's case management system during the year as the result of a post-disposition change
of venue. However, the individual will be included in the following year's total reported
on Line 3, Part 1 if they are still open at that time.

QUESTIONS AND ANSWERS

PROBATE COURT CASELOAD QUESTION AND ANSWER

General Questions

► Ancillary Proceedings

Q What are “ancillary proceedings” and how does they apply to family division and/or probate matters?

A When the family division of the circuit court was established by law in 1998, the new law identified a group of probate cases that are to be handled in the family division when there is a previous family division matter involving the same family. Those cases include guardianships, conservatorships, admissions and mental commitments.

► Multiple Petitions

Q What should I do when more than one petition is taken up at the initial hearing (e.g., when a petition for guardianship is filed, and then a competing petition for guardianship is filed after it)?

A Since SCAO uses new filings data to calculate the number of new cases, it is important for a court to report only one new filing for each new case. When there are competing petitions, count only one new filing. If a fiduciary is appointed, or if the standard relief is granted, count the new filing as disposed as "granted," even if the "first petition" is denied and it is the "second petitioner" who is getting what he or she wants.

► Assignments

Q Do I count cases to which my judge is assigned when the case originated in another court?

A No. Assignment of a case filed in another court is not a new case in the court where the judge was elected to sit, and should not be entered into the case management software if it will result in being counted as a new case.

► Caseload Reporting System

PROBATE COURT CASELOAD QUESTION AND ANSWER

Q If a court uploads its caseload data electronically via diskette or electronic transfer, and later wants to correct some of the data, how is the correction accomplished?

A The court can either go to the CRS website and manually correct the appropriate data and save it, or regenerate the quarter's report and again upload the entire data for that quarter.

Q Does a court have to wait for all sections of the report (e.g., juvenile, child protective, adoption, etc.) to be completed to send the caseload report to SCAO?

A The information can be transmitted at different times, but should be verified for accuracy prior to submission.

Q Who can my local information systems people consult at SCAO regarding CRS?

A They will be referred to the appropriate staff depending on the question. Either submit an e-mail through the CRS website or call SCAO at (517) 373-0130. E-mail is preferred for purposes of documentation.

► Case Type Changes

Q What should I do if an established limited guardianship for a minor is changed into a full guardianship for a minor?

A Since the conditions for establishing a full guardianship for a minor are distinct from those for establishing a limited guardianship for a minor, the petition for full guardianship should be recorded as a separate new filing. This will be the case even if you happen to use the same file folder and same base file number for the guardianship.

PROBATE COURT CASELOAD QUESTION AND ANSWER

► Estates

Q What if my court grants a petition for assignment (PE), and then new assets in excess of the amount allowed for PE are found requiring that full estate administration be commenced and an estate be opened?

A Regardless of how you manage the case file or files in relation to that estate, a subsequent petition for the opening of an estate (DE or DA) should be recorded as a separate new filing.

► Power of Attorney

Q What should I do if I receive notice of a 6-month power-of-attorney for a minor or incapacitated individual pursuant to MCL 700.5103?

A Such notifications are not recorded on the caseload report.

► Trusts

Q What counts as a new filing under testamentary trusts (TT) or inter vivos trusts (TV)?

A The “New Filings” category for TT and TV cases is meant to count the filing of petitions bringing wholly new requests before the court. The category is not meant to count filings in relation to a trust which are required as part of an earlier court order.

Q What if a probated will establishes a trust, identifies a trustee, and all that needs to be done is for the trustee to file an acceptance of appointment?

A Since such situations require no judicial action, they are not new filings, and are not recorded in the caseload report.

► Transfers From Other Courts

PROBATE COURT CASELOAD QUESTION AND ANSWER

Q How do I record cases which are transferred into my court from another court?

A If the case is transferred to your court prior to the disposition of the initial filing, then count the transferred case as a new filing. Cases transferred to your court after disposition of the initial filing are not counted as new filings.

Q Since post-disposition transfers of cases to my court are not counted as new filings for my court, how do I show that we have them?

A For decedents' estates, trusts, guardianships, and conservatorships, there is the ability to record the number of such open cases you have in your court. Post-dispositional transfers, as long as they are active, will be counted here.

► Wills

Q When do I count wills?

A You need to count wills filed for safekeeping and wills brought into your court after the death of the testator when there is no estate case already open.

Open Cases

Q If we have suspended the personal representative in an estate administration, can the case still be considered "open"?

A Yes. Any estate case is to be considered "open" if it has not been transferred and has not been closed (including administratively closed), even if the personal representative has been suspended.

Disposition

PROBATE COURT CASELOAD QUESTION AND ANSWER

► Case Type Change

Q When I dispose of an initial filing with the “Case Type Change” disposition, is this all I have to do?

A No. Whenever you use the “Case Type Change” disposition you must also count another new filing under the new case type code and then dispose of that new filing in the appropriate manner.

► Denied or Withdrawn/Dismissed

Q How do I tell whether to dispose of a petition using the “Denied” disposition or to dispose of it as dismissed using the “Withdrawn/Dismissed” disposition?

A To tell the difference you will need to know why the petition is not being granted. Generally speaking, if the petition was considered by a judicial officer and the request was not granted after such consideration because something necessary for the relief was not found (e.g., judge was not able to make necessary findings), the petition should be disposed of as “Denied.” If, however, the petition was dismissed prior to the court considering the merits of the request (e.g., petitioner failed to appear for hearing), the petition should be disposed of as “Withdrawn/Dismissed.”

► Mental Health Proceedings

Q How do I record the disposition of a mental illness petition when the subject voluntarily submits to hospitalization/treatment prior to formally deferring?

A Since there is no deferral at a deferral hearing, the petition should not be disposed of as “Deferred.” Since the voluntary action of the subject renders the petition moot, the petition should be disposed of as “Withdrawn/Dismissed.”

Q What do I do if, after a petition for hospitalization/treatment is deferred, a hearing is held on the petition and there is a disposition

PROBATE COURT CASELOAD QUESTION AND ANSWER

coming out of the hearing?

- A Nothing. For caseload purposes, once the petition is deferred, that disposes of the case for caseload purposes. The possibility of reopening such cases is being considered as an enhancement to the caseload reporting system for 2003.

► Orders Granting Temporary Relief

Q What if my court orders some sort of temporary relief (e.g., temporary guardianship, temporary protective order, special personal representative) which does not dispose of the main petition?

- A Such actions by your court are not recorded as a disposition in caseload reporting; dispositional data is meant to record dispositions of main initial petitions. Hence, if you receive a petition for guardianship with a request for a temporary guardian, and if you appoint a temporary guardian, and if the main petition becomes moot prior to the hearing on that petition (e.g., the ward dies) and so you dismiss it, you would record the disposition for that petition as “Withdrawn/Dismissed.”

The possibility of counting such orders is being considered as an enhancement to the caseload reporting system for 2003.

► Summary Disposition in Civil Cases

Q When a civil case is disposed through summary disposition, when is this disposition recorded in the “Uncontested/Default/Settled/Summary Disposition” category?

- A When the grounds for granting summary disposition are other than any of those listed for “Dismissed by Court.”

Closed Cases

PROBATE COURT CASELOAD QUESTION AND ANSWER

► Estates; Petition for Formal Closure without Discharge

Q What do I do if a personal representative petitions for formal closure, does not request discharge, and the case is closed without discharging the personal representative?

A If you close the case, count it as closed, even if the personal representative is not discharged.